



## **Julian D. Jenkins**

### *CURRICULUM VITAE*

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**POSITION** Executive Administrative Assistant

#### **EDUCATION**

**Bachelor's in Sociology GPA: 3.9**  
*Brigham Young University- Idaho*

**December 2020**  
*Rexburg, Idaho*

#### **EXPERIENCE**

**The Ward Group, Inc.**  
**Executive Administrative Assistant**

*Phoenix, Arizona*  
**March 2021- Present**

- Document Management
- Organization/Maintenance of Job Files
- Virtual Mail Review
- Docketing
- Calendaring
- Scheduling
- Job File Production
- Meeting Preparation
- Deadline Management
- Supply Management | Ordering and Oversight
- Client Contact | Interface for Telephones, Email, Coordinate of Schedules
- Vendor Management
- Oversight of Owners' Personal Calendars, Travel, and Meeting Preparation
- Independent Contractor Schedule/ Document Management
- Client Invoicing
- Accounts Payable
- Accounts Receivable

**Sprouts Farmers Market**  
**Courtesy Clerk and Produce Department**

*Peoria, Arizona*  
**October 2011- October 2012**

- Training of Courtesy Clerks
- Customer Assistance



- Janitorial Duties
- Supply Management | Oversight
- Produce Department
- Shelf Facing

**Stellar Home Services**  
**Plumber's Assistant and Technician**

*Goodyear, Arizona*  
**October 2012- March 2021 (seasonal)**

- Install and Repair | Water Heaters, Garbage Disposals, Sinks, Faucets, Ceiling Fans, and Toilets
- Technician Assistance
- Customer Support
- Supply Management | Oversight

**Five County Detention Center**  
**Line Staff**

*St. Anthony, Idaho*  
**October 2018- March 2019**

- Juvenile Care
- Group Building Activities
- Facility Camera Management
- Supply Management | Oversight
- Janitorial Duties

**SKILLS**

- Clio
- Microsoft Office
- Google Apps
- Adobe
- Apple
- Dropbox
- Team Management
- Team Supporter