

Jennifer Lindquist

Executive Assistant

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https://
jenniferllindquist.journoportfolio.com/

History of progressively higher level administrative support

Works well with people at all levels of an organization

Quick learner who likes to take on challenging projects

PROFESSIONAL EXPERIENCE

Executive Assistant

Minneapolis Public Schools, March 2015 – Present

I support a 9-Member elected Board and also work closely with the Superintendent, Chief of Staff, General Counsel's Office, and other district leaders. Highlights have been:

- Handled logistics of a national superintendent search working with outside consultants, setting up community engagement opportunities, ensuring events were televised, and keeping the public apprised of the progress via our website
- Utilize complex financial systems maintaining the budgets for both the Board and the Superintendent's Office
- Coordinate all aspects of meeting preparation for various meetings of the board every month
- Constitute communications

Senior Administrative Assistant

OptumHealth, Inc., 2009 –2015

Supported a growing legal team within a growing organization, including the Deputy General Counsel and the VP of Compliance. Worked within a highly regulated work environment and maintained the strictest of ethical standards. Highlights were:

- Coordinated the move of the entire team to a new facility
- Setup interviews with candidates, brought candidates in from out of state, facilitated the new-hire and onboarding process
- Reviewed marketing materials to mitigate any legal risk and ensure they were HIPAA compliant
- Processed and responded to incoming subpoena requests

Legal Administrative Assistant

Faegre & Benson LLC, 2005 – 2009

Gave support to three attorneys with state and local government relations practice involving regular contact with municipal and state government entities. Highlights were:

- Monitored legislative bills pertaining to client interests; created and sent weekly updated reports and spreadsheets to client
- Managed firm's PAC budget including disbursements and ensured we were compliant with campaign finance regulations
- Provided logistical support for and at fundraisers and other department events
- Attended trainings regarding current lobbyist industry regulations
- Provided internet research and IT support for team members

SKILLS

Microsoft Office

- Outlook
- Word
- Excel
- PowerPoint
- Visio

Board Book

TyMetrix360

Concur Travel & Expenses

SAP

Adobe Professional

Adobe InDesign

Roxio Creator

Audacity

SharePoint

Microsoft Teams

Drafting Documents

Proofreading and Editing

VOLUNTEER

Special Events Volunteer - Minnesota Historical Society

Vice-Chair Minneapolis - Ward 10, Precinct 5

Director - Stonewall DFL

Election Judge - City of Minneapolis

Secretary for the DFL Outreach and Inclusion Committee 2012-2014

Have been a youth mentor through BestPrep and other mentorship programs, volunteered at Wills Clinics to help vulnerable populations setup with wills, and volunteered on various political campaigns. Also volunteered at Steppingstone Theatre, Arc Value Village, Bridging, Second Harvest Heartland, Feed My Starving Children, March of Dimes, and Minnesota AIDS Walk.

EDUCATION

Technical Communication and Professional Writing with a minor in Environmental Communication

BA, Metropolitan State University, 3.84 GPA
St.Paul, MN, 2021

Legal Administrative Assistant Degree

Associate of Applied Science, 3.96 GPA
Anoka Technical College, Anoka, MN, 2004