

JENNIFER MC ADAM

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OBJECTIVE

Obtain part-time employment to supplement my retirement income.

EXPERIENCE

Sacramento County Office of Education

Executive Assistant – Retired 2014

As the Executive Assistant to the Assistant Superintendent over the Business Services Department, I was responsible for all office duties including everything from answering telephones and ordering supplies to preparing Board of Education presentations and organizing meetings and workshops from conception to completion.

EDUCATION

After high school graduation, I attended Heald Business College. I'm very computer literate and enjoy staying up to date with new technology. I recently attended a Windows10 refresher class.

PERSONAL INFORMATION

I retired after a twenty-five-year career with the Sacramento County Office of Education in April of 2014. I am now realizing that I miss working and would enjoy part-time employment. I am a single person with many friends and enjoy socializing and traveling. I have two grown children and one grandchild.