

**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.