



JENNIFER SOLIS

CEO & ADMIN

JENNIFER SOLIS DURAN

EDUCATION

**W.P. Carey School of Business,
Arizona State University, Tempe, AZ**
Bachelor of Science Supply Chain
Management 2012 Bachelor of Arts
Global Health 2012 International
Business Certificate 2012

EMPLOYMENT ManpowerGroup, Assignment Professional, Tempe, Arizona
Apr 2014 - Current

Validate information in various systems prior to completing hires, rehires in PeopleSoft (W2 and AVEs) for different lines of business

ManpowerGroup, Administrative Assistant, Tempe, Arizona Sep 2013 - Apr 2014, Sep 2013 - Apr 2014 Specialized in delivering Crystal and Manpower formatted invoices to the shared services team twice a week.

Printed approved timesheets to Invoice Professionals to facilitate and speed up the sending process.

Assisted the assignment professional team to hire/rehire and create over 10 new assignments weekly.

Learned about updates that were implemented for the assignment professional team to ensure set ups were completed accurately the first time. Collaborated with invoice professionals to package and process hundreds of timesheets and invoices to a huge NYC/NYS Government Portfolio.

ManpowerGroup, Bill Key Client Service Representative, Tempe, Arizona Oct 2012 - Sep 2013 Liaised between account executive, field officers, & customer service center to become the subject matter expert on assigned specific clients.

Managed specific client accounts functions, invoicing, PO tracking, hours reconciliation, customer service and working with accounts to resolve issues. - Responsible for setting up new hires in PeopleSoft for specific clients and updating job data and financial records for all consultant rate changes. - Managed Bill Key Customer Related Fields that were specific to different clients with different lines of business.

Setup all new hires and rehires in PeopleSoft (both W2 and AVEs) and worked closely with clients to deliver invoices.

Arizona State University, Student Assistant Outreach Coordinator for Undergraduate Admissions, Tempe, Arizona Fall 2011 Visited over 10 local high schools and encouraged and motivated over 300 students to apply for college.

Provided resources & scholarship workshops to high school students and their parents to aid them in applying for college.

Facilitated SPARKS student panels to answer questions about Financial Aid from over 200 high school students & parents.

SKILLS

TECHNICAL SKILLS: Microsoft Office (Outlook, Excel, PowerPoint, Word, PeopleSoft, CAF, FOX, RedCarpet, Action Oriented, Customer Focus, Collaboration and Teamwork, Solution Focused, Vertex Software

LANGUAGES: English, Spanish, Italian, Portuguese

AWARDS

Salsa Competition, ManpowerGroup

Won First Prize for Taste & Name at the Cinco De Mayo Shared Services Salsa Competition (over 200 workers)

Exceptional Performance Award, Client Service Operations Team

Nominated by managers and CSO team members and recognized for displaying exceptional performance in job responsibilities and customer service to customers.

VOLUNTEERING

Pro Harmony Music, Director's Assistant

Phoenix, Arizona

Responsible for organizing and teaching vocal classes to 7 students weekly.

Also responsible for coordinating monthly events, annual functions, and keeping track of the budget.

Phoenix First Apostolic Church, Voice Coordinator Current Phoenix, Arizona Volunteer to help teach voices and lead Sunday services to a congregation of over 500 people.