

Natalie M. Jenrette

800 West Street, #2115
Braintree, MA 02184

OBJECTIVE: Dedicated business professional seeking an opportunity where I may utilize and further develop my professional & interpersonal skills, as well as enhance company growth.

EDUCATION: Roxbury Community College, Roxbury, MA
AS, Business Management – May 2011

EXPERIENCE:

Cordell & Cordell, LLP- Boston, MA

October 2015- Present

Law Office Administrator

- Submit monthly supply orders
- Process in office credit card, cash or check transactions
- Submit attorney matter check requests & invoices for payment processing
- **Litigation Track:** compiled database for submission & tracking of applicant check requests
- **Litigation Track:** submit applicant check requests for processing & distribution
- Mail Processing & Distribution
- Deposition & Hearing preparation assistance
- Case File Updates & Closings
- New Client Retention & Matter Opening
- Scheduling & Calendaring
- Billing- Time Entry (Consultations)
- Provide Excellent Client Care/Service
- Answer Phones & Greet All Incoming Guests
- General Office Maintenance
- General administrative duties as assigned

Cushman & Wakefield, MA- Boston, MA

December 2013- October 2015

Office Services Coordinator

- Office Supply Ordering
- Reception Coverage
- New Hire/IT Equipment Setup
- In-Office Special Event Coordination
- Mail Distribution
- General office maintenance
- General office/administrative duties as assigned

Regus Management, Ltd., Boston, MA & Washington, D.C.

June 2009- October 2013

Client Services Representative II

- Billing- Accounts Receivable (Collections)/Accounts Payable
- Database Compilation/Document Recreation
- Regional Office Supply Budget Approvals (monthly)
- Client Services (Administrative Projects, Mass Mailings etc.)
- Submit Client & Center Supply Orders
- New Client Office Set-Up (Phones, IT, Furniture, etc.)
- In-Office Special Event Coordination: *Lead Coordinator*
- Multi-line Phone Answering
- General administrative duties as assigned

MEMB Associates, Cambridge, MA

Fall 2007 – Fall 2017

Administrative Assistant/Event Staff – Per Diem

- Assemble mass mailings
- Compile registration & marketing databases
- On Site Event Staff (Silent Auction & Registration)
- General Event Preparation (Name Tags, Table Seating, Etc.)
- General office duties as assigned

Simon Property Group, Arsenal Mall, Watertown, MA

July 2006-June 2009

Guest Services Associate - Part time

- Respond to customer queries about mall stores and general directions.
- Sell gift cards to businesses and customers.

- Other duties as assigned

Macy's Boston, Boston, MA

Summer 2005- Spring 2006

Sales Associate- Part time

- Provide excellent customer service

Tufts School of Medicine, Boston, MA

Assistant Lab Technician, Teachers and High School Students Program (TAHSS) - Intern

Summer 2004

- Conduct experiments for internal medicine research.
- Analyze and record plate results.
- Clean and inoculate utensils.

SKILLS:

Expert in Microsoft Office: Word, Excel, PowerPoint, Outlook
 Data Compilation/Document Recreation & General Administrative Duties
 Conference/Event Coordination & Management
 Client/Customer Service
 Notary Public