

# **JENNIFER BUSWELL**

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## **Summary**

Detail-oriented and results-driven professional utilizing research skills and available resources to successfully buy and sell numerous properties with a key achievement as a real estate investor. Strong ability to navigate complex land management regulations and processes. Attentive to details, resourceful, and self-motivated.

## **Experience**

### **Tax Assessor | 01/2024 - Present | Mat-Su Borough**

### **Owner/Operator/Barista | 06/2016 - Present | Jenny's Coffee House**

- Managed daily operations of coffee shop establishment and monitored activities
- Resolved problems, provided open communication, and recommended discipline and terminations.
- Maintained all billing files, payments received, and pending payment files.
- Followed policies, procedures, and reporting processes in maintaining payroll operations.

### **Real Estate Investor | 01/2012 - Present**

Conduct extensive research on properties and analyze their potential for conveyance

Buy/sell/lease properties

### **Office Manager | 05/2015 - 01/2024 | Matsu Mechanical**

- To the management team, managed a multi-line phone system, and served as the primary liaison between customers and upper-level management.
- Balanced daily deposits and safe counts as required and prepared bank deposits.
- Assisted the company in preparing proposals for new business, including editing and collating.
- Reviewed customers' billing questions and provided required documentation to resolve issues.
- Generated and shared daily, weekly, and monthly reports with management on pending payments, accounting, and statements involving weekly aging reports and month-end closing reports.
- Process accounts payable forms, invoices, and checks, and perform various other bookkeeping functions.
- Calculated and totaled unpaid invoices and updated receivables log by resolving authorized deductions and entering adjusting entries.
- Prepared and submitted quarterly and yearly tax forms and returns to meet local, state and federal requirements.

### **Assistant | Mark Iv Enterprise**

- Verified the information submitted to identify and resolve discrepancies with payroll and employee personal data.
- Reviewed blueprints and specifications to understand each job and plan the correct sequence, minimizing errors and avoiding wasted materials.
- Wrote and updated safety regulations

## **Education**

### **Business | Matsu College | 01/1998**

### **Hairdresser | Valley Academy of hair | 01/1997**

### **High School Diploma | Palmer High School | 01/1996**