



JENNA BOETCHER

Administrative Assistant with 7 years across architecture and nonprofit offices. Handle calendars, travel, expense reporting, and event planning for senior leaders. Often the person who knows where the contract is and which vendor to call.

CONTACT INFORMATION

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 Minneapolis, MN

KEY SKILLS

- Microsoft 365 and Google Workspace
- Expensify, Concur, QuickBooks Online (basic AP)
- Newforma project filing
- Event coordination (50-250 attendees)
- Travel planning, domestic and international
- Notary Public, State of Minnesota

PROFESSIONAL EXPERIENCE

February 2020 - Present

Administrative Assistant II | Northstar Architects PLLC | Minneapolis, MN

- Support a managing principal and two studio directors across calendar management, travel, and client correspondence.
- Coordinated office relocation to a new 14,000 sq ft space, working with movers, IT, and the building manager across a 6-week timeline.
- Process roughly \$45,000 in monthly expense reports through Expensify and reconcile against AmEx corporate cards.
- Run the quarterly all-hands meeting logistics: catering, AV setup, and a printed agenda for 60 staff.
- Maintain the central project filing system in Newforma so PMs can find drawings and contracts without asking.

June 2017 - January 2020

Administrative Assistant | Mille Lacs Literacy Council | St. Paul, MN

- Provided admin support to the executive director and a 5-person program team.
- Coordinated the annual fundraising gala for 220 attendees, including silent auction setup and vendor payments.
- Tracked grant deliverable deadlines in a shared calendar and sent reminders two weeks ahead.
- Trained two new admin hires on the office calendar conventions and filing structure.

EDUCATION

Bachelor of Arts, Communications

University of Minnesota Duluth | May 2017