

Jenna Monroe

Wellington, CO 80549

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Skills

- Reliability
- Problem-solving abilities
- Telephone and email etiquette
- Attention to detail
- Professionalism
- Clear communication
- Fundraising
- Team building
- Mentoring
- Coaching experience

Dedicated and reliable, with a proven track record in problem-solving, clear communication, and teamwork, demonstrated through successful roles as a team captain, self employed artist, babysitter and pet sitter for my neighbours, and as a volunteer at First Lego League Competitions. Excelled in mentoring and attention to detail, handling various duties and assignments, accustomed to multitasking and working quickly to meet challenging demands. Considered hardworking with great interpersonal skills.

Professional Experience

Commissioned Artist

Private Customers, Fort Collins, CO

April 2019 - Current

- Consulted with clients to discuss commission ideas and style preferences to create mutually agreeable project parameters
- Made use of materials, such as ink, watercolors, charcoal, oil, computer software, paints, and pencils to complete unique piece for customers
- Contributed to creative process through original ideas and inspiration
- Participated in creative brainstorming sessions to develop new ideas or improve existing ones

Volunteer

First Lego League Competition, Fort Collins, CO

August 2021 - May 2025

- Supported engaging, fun, and smooth-running events by helping with organization and planning
- Maintained clean, neat, and operational facilities to serve program needs
- Used strong interpersonal communication skills to convey information to others

Babysitter

My Neighbours, Wellington, CO

January 2021 - Current

- Played games, worked on puzzles, and read books to young children
- Prepared healthy, age-appropriate snacks and meals
- Communicated positively with children and guardians
- Taught children to organize toys, wash hands, and share by leading by example

Pet Sitter

My Neighbours, Wellington, CO

June 2020 - Current

- Communicated professionally with pet owners via phone, email, and text
- Gave animals proper attention to promote secure environment in owner's absence
- Exercised animals regularly with walks and rigorous play activities

Education

Poudre High School at Fort Collins

No Degree

- 4.29 GPA
- Ranked in Top 1% of class
- Study Abroad: Paris, France, French language and Culture
- Extracurricular Activities: Elected captain of FIRST robotics team, math club, and young women in leadership
- National Honor Society Member
- National Art Honor Society Member
- Honoree of the AP Scholar Award

Certifications

- Certified CAD Drafter, SolidWorks CSWA and CSWP