

# Jennifer Trevino

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Plano, Illinois

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## Education

### **Northern Illinois University**

Bachelor's Degree  
Arts  
December 2024

### **Waubonsee Community**

Associate's Degree  
December 2018

## Skills

- Adobe Illustrator
- Adobe Photoshop
- InDesign
- Figma
- Collaborating with team members on complex projects
- Ability to communicate effectively with others
- Customer service skills
- Effective time management

## Experience

### **Assistant**

Trevino Properties | Plano, IL  
August 2015 - Present

Collect rent for over four commercial properties with approximately 25 tenants. Oversee the bookkeeping for rent and responsible for paying utilities on time. Daily meetings with the owner to provide status of properties. Meetings with the account every quarter to discuss quarterly taxes.

### **Medical Assistant**

Valley West Medical Center | Plano, IL  
August 2020 - July 2023

Assisted with checking in patients for their appointments and getting them in their room by checking vitals. Sorted emails and faxes. Made sure the doctor was informed about all prescription orders, and handled all phone calls. Was responsible for scheduling outpatient surgeries with insurance and hospitals.

### **Independent Contractor**

Four Seasons Sunrooms | New Berlin, WI  
January 2010 - July 2015

Responsible for the look of the company. Kept past and present work organized. Assisted with setting up and presenting at trade shows.

