



**JENNIFER L. LONG**

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312-229-3311

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## **PROFESSIONAL EXPERIENCE**

PROFESSIONAL ANALYSIS AND CONSULTING, Naperville, Illinois

2012 – Present

***Senior Administrative Assistant***

- Provide support to all staff engineers
- Manage recording and maintaining chain of custody of artifacts for projects
- Responsible for coordination of domestic and international travel
- Preparation of staff expenses
- Provide assistance with monthly invoices
- Ability to multitask and meet changing deadlines
- Work closely with outside vendors
- Maintain calendar and co-ordinate workflow, meeting and deadlines
- Detail-oriented and possess ability to handle multi-task effectively

PACKER ENGINEERING, INC, Naperville, IL

2005 – 2012

***Administrative Assistant, Mechanical Transportation Department, 2007-2012***

- Handled highly sensitive and confidential matters in a professional and discreet manner while supporting executive level management
- Developed and nurtured healthy relationships with existing and prospective clients to ensure satisfaction and promote repeat business
- Collaborated directly with colleagues internally and within remote office locations
- Proofread technical reports, including adding all pertinent information and coordination of attachments
- Coordinated and communicated project timing, changes, and deadlines to engineers
- Organized and maintained files to include project materials, budgets, contacts, status and updates
- Coordinated domestic and international travel

***Administrative Assistant, Laboratory Services Division, 2005-2007***

- Provided administrative support to three directors and fifteen technicians
- Prepared and edited written reports and proposals
- Responsible for the weekly review and editing of project invoices for all technical practice areas

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KONICEK & DILLON, P.C., Geneva, IL

2002 – 2005

*Legal Administrative Assistant*

- Supported managing partner and senior attorney in a fast-paced civil litigation practice specializing in professional liability defense
- Provided updates to clients, insurance adjusters, and attorneys
- Managed numerous legal matters, including maintaining attorneys' schedules through electronic scheduling
- Coordinated meetings, depositions, and travel
- Provided and maintained confidentiality in a professional manner
- Direct communication with clients, court personnel, and legal counsel
- Participated in development meetings for staff
- Assisted in interviewing and training new support staff

MULHERIN, REHFELDT & VARCHETTO, P.C., Wheaton, IL

1995 – 2002

*Legal Administrative Assistant*

- Provided support in practice area of insurance defense such as personal injury, property damage, products liability, medical malpractice, construction and vehicular accidents
- Experienced in rules and procedures for over 17 counties in the State of Illinois
- Responsibilities included dictation transcription of pleadings, discovery, correspondence, depositions, medical records and seminar presentations
- Entry and management of attorney time sheets, court dates, depositions and discovery deadlines
- Assisted in problem solving regarding technology issues in office
- Provided reliable assistance with all personnel as needed

**EDUCATION**

MACCORMAC COLLEGE – Elmhurst, IL

Associate of Applied Science Degree – Legal Secretary, 1993