



# JENNY SATCHER

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4460 E. Bethena St., Gilbert, AZ 85295 | 602-334-6677 | Jenny@BTSExecs.com

## SUMMARY

It is my mission to service the vision statement for your business while keeping you focused on the "Big Picture."

## QUALIFICATIONS

- ∂ 6-years working in digital marketing
- ∂ 12-years experience working remotely in Project and Team Management for 6-figure companies
- ∂ Over 20 years of bookkeeping experience
- ∂ Extremely organized
- ∂ A whiz with Microsoft Excel (I am a total nerd when it comes to spreadsheets)
- ∂ Diverse in multiple CRMs & email marketing platforms
- ∂ Kolbe results 7-7-4-3
- ∂ I love what I do!

## EXPERIENCE

Behind the Scene Execs October 2010-Present  
Online Business Manager supporting two clients in the following areas, but not limited to:

- ∂ Creating Standard Operating Procedures
- ∂ Project Management
- ∂ Team Management
- ∂ Launch Management
- ∂ Online Membership Courses
- ∂ Strengthening Businesses' Online Presence

Client -Digital Marketing Company, Title: Business Manager

- ∂ Project Management
- ∂ Onboarding new clients
- ∂ Coordinating client meeting
- ∂ Client Liaison
- ∂ Coordinating five-member team for delivery of projects
- ∂ Weekly project status updates to the owner
- ∂ Marketing



# JENNY SATCHER

Continued

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## Behind the Scene Execs – continued

Client –Self Improvement, Title: Operating Officer Extraordinaire

- ∂ Project Management
- ∂ Payroll with quarterly reports
- ∂ Project budgeting
- ∂ Accounting 6-figure business
- ∂ Management of 17-member team
- ∂ Coordinating team for delivery of projects
- ∂ Weekly project status and budget updates to the owners
- ∂ Managing online streaming events
- ∂ Coordinating product launch
- ∂ Technology and Software Advisor

Jef International Inc. (Office Manager)/Falcon Executive Suites 2002-2011  
Import/Export company specializing in fishing tackle and Executive Suites (My employer owned both businesses and I was involved in both)

- ∂ Scheduled and organized the import/export of shipments to multiple countries
- ∂ Created and tracked purchase orders
- ∂ Payroll with quarterly reports
- ∂ Answered multiple phone lines
- ∂ Implemented a monthly newsletter and Facebook page
- ∂ Administrative and clerical work
- ∂ Bookkeeping and invoicing
- ∂ Inventory control
- ∂ Managed tenants and leases

## SOFTWARE

- ∂ MS Office Suite
- ∂ Google Docs
- ∂ QuickBooks
- ∂ Account Edge
- ∂ Xero
- ∂ FreshBooks
- ∂ Woo Commerce
- ∂ WordPress
- ∂ MemberPress
- ∂ SEM Rush
- ∂ ClickUp
- ∂ Infusionsoft
- ∂ Active Campaign
- ∂ Mailchimp
- ∂ Constant Contact
- ∂ Hubspot
- ∂ Asana
- ∂ Basecamp
- ∂ TeamWork
- ∂ Trello
- ∂ Camtasia
- ∂ Google Analytics
- ∂ Adobe Photoshop
- ∂ Adobe Illustrator
- ∂ Canva
- ∂ Customer Hub
- ∂ Memberium
- ∂ Adobe AcrobatPro
- ∂ Facebook Business Manager (ads)
- ∂ Hootsuite
- ∂ Click Funnels
- ∂ And many more

## CERTIFICATIONS

- ∂ Certified Online Business Manager
- ∂ Certified Launch Manager
- ∂ QuickBooks Pro Advisor

## EDUCATION

Masters of Accounting University of Phoenix, Phoenix, AZ	2015
Bachelor of Arts – in Child Development and Family Studies Arizona State University, Tempe, AZ	2001

## REFERENCES

Available upon request