



JENNY SATCHER

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 as Digital Marketer 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



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Continued

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Behind the Scene Execs – continued

Client –Self Improvement, Title: Operating Officer Extraordinaire

- ∂ Project Management
- ∂ Online Marketing
- ∂ Project budgeting
- ∂ Accounting
- ∂ Management of 17-member team
- ∂ Coordinating team for delivery of projects
- ∂ Weekly project status and budget updates to the owners
- ∂ Managing online streaming events and webinars
- ∂ 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 I worked for 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

CERTIFICATIONS

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

SOFTWARE

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

EDUCATION

Masters of Accounting 2015
University of Phoenix, Phoenix, AZ

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

BOARDS AND COMMITTEES

- ∂ Secretary of Created Equal Trigger Exhibits
- ∂ Committee Member of the Gilbert Chamber of Commerce Small Business Council

REFERENCES

Jasmine Holmes, Owner
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