



## **BIOGRAPHY - MEGAN JENSEN**

Megan Jensen is an exemplary personality of persistence, hardwork and resilience. She is full of smiles when approached and this was part of her decision to offer her time, and skills in supporting humanitarian causes earning her a position as Vice President of HIRED Project.

Megan has extensive skills in Microsoft Office, Transcription, Customer Service, Time Management, Organizational Skills, Team Building, and Problem Solving. Also notable in her skills are Quick Books, and Data Entry which are evident in her role in the Data Entry Department of Gentex Corporation since March 2012.

Her administrative prowess was also pronounced during her tenure at The Master's Financial Group of Michigan as the Financial Advisor Assistant 2013/2014 and H C Olsen & Associates 2006/2009. She managed hundreds of client files, worked on client investments and life insurance profiles, and organized client files and customer paperwork respectively.

As the Vice President of HIRED Project, she plays an important strategic roles within the organization. Megan as the VP, collaborates with one another and with other executives to establish strategic objectives, specific achievement milestones that are actionable and moves HIRED Project towards its overall goals.

Besides representing also at events and fairs with the President, Megan uses her knowledge of business operations, Administrative expertise to suggest tactics, and achievable goals.

Since coming on board, Megan has served wholeheartedly in skills expertise and human resource capacity and has been an added value to the organization.