
JENNIFER MICHAUD

PROFILE

I am a down to earth, highly organized, competent individual with great attention for detail. I have used these skills over the past 35 years to take on and master a multitude of tasks. I learn quickly, get along well with others and take great pride in executing tasks to a high standard.

EXPERIENCE

WESTOVER FARMS 1995-PRESENT

PROPERTY MANAGER

Maintain 4 houses to impeccably high standards. Ensure all maintenance is executed in a timely and professional manner. Have cultivated excellent relationships with experts across many fields. On call 24/7 to troubleshoot all issues which arise. Balance the needs of multiple family members with differing requests. Ability to multitask and change direction at a moment's notice.

EXECUTIVE ASSISTANT

Support property owner, a high level executive at a municipal bond firm, while he was working and into his retirement. Aid in research of various projects, correspondences, management of calendar and travel.

BOOKKEEPER

Assemble tax documents for multi-million dollar household. Process monthly bills, payroll, reconcile multiple accounts, file quarterly unemployment taxes, annual social security and W-2 forms. Set up and monitor budgets for household, garden accounts, and construction projects. Manage two non-profits.

INFORMATION TECHNOLOGY

Install and monitor networks for multiple houses. Troubleshoot computer and printer problems including hardware and software issues.

HUMAN RESOURCES

Annual reviews and management of health insurance, workers compensation, and life insurance including filings of claims and assembling annual audit information. Create and list job openings, interview applicants, check references, and consult with property owner on employment and compensation. Manage staff issues to encourage development and ensure employees feel supported.

EVENT PLANNING

Plan and execute parties for 10-175 people including parking, catering, rentals, site preparation, flowers, decorations, day of event coordination and clean up.

GENERAL CONTRACTOR

General contractor on multimillion dollar projects including: greenhouse, office, potting shed, apartment, baking kitchen, garage renovation, woodshed, patio, solar panel installation and interior restoration projects.

OTHER

Natural areas restoration, design, planting and maintenance of landscaping, beekeeping, and flower arranging.

VOLUNTEER EXPERIENCE

VILLAGE OF LONG GROVE 2019-2023

TRUSTEE

Served the residents of Long Grove during the pandemic. Helped to increase the financial reserves of the Village, served on the Economic Development Commission, took part in hiring a new Village Manager, proposed and passed a grant for removal of invasive plants in the community.

BUFFALO GROVE PARK DISTRICT 2019-2015

Worked in tandem with the Head Swim Coach and Aquatics Director to manage the Buffalo Grove Hurricanes swim team. Ran swim meets, recruited, managed and trained other volunteers.

SKILLS

Proficient in Quicken, Banktivity, Filemaker Pro, Checkmark Payroll, Microsoft Office Suite, Google Docs, Zoom, and various social media platforms. Most comfortable with Macs but have worked with PC's and learn new software quickly. Work both independently and in groups with success.

EDUCATION

UNIVERSITY OF WISCONSIN, MADISON CONSERVATION BIOLOGY 1993

REFERENCES

Available upon request