

## Contact

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## Top Skills

Research

Microsoft Office

Microsoft Excel

# Jennifer Kessler

Kidcaboo ... Moving families forward  
San Antonio, Texas, United States

## Experience

Kidcaboo

1 year 11 months

President

June 2023 - Present (3 months)

Chief Relations Officer

October 2021 - June 2023 (1 year 9 months)

Pescador Land & Minerals, LLC

Account Manager

October 2017 - July 2022 (4 years 10 months)

San Antonio, Texas, United States

BCFS Health & Human Services

Training Coordinator and Data Analyst

March 2015 - October 2017 (2 years 8 months)

San Antonio, Texas

Private High Profile Individual

Personal Assistant

February 2013 - November 2014 (1 year 10 months)

Manhattan, New York

- Heavy calendar management with strong attention to detail and follow-up with regard to any changes to daily schedule and appointments
- Assisted in running jewelery company – managed vendor and customer invoices, recorded inventory, and prepared for trunk shows
- Liaised with administrators and coordinators across the six Boards and Committees
- Coordinated travel plans and itinerary items with family travel agent
- Event Planning – designed invitations, managed both invite and RSVP lists, communicated details to chef and household staff

Private High Profile Family

Private Teacher/Family Assistant

September 2009 - July 2012 (2 years 11 months)

#### Manhattan, New York

- Provided family assistance to Upper East Side family
- Worked within the family's private home daily coordinating daily schedules with family and household staff
- Provided private education for two children through Montessori-based creative play
- Extensively traveled with the family including personal vacations both domestic and international.
- Scheduled children's appointments including school/extracurricular activities, doctor, dentist; managed, maintained and synchronized children's schedule with parents' calendars
- Completed kindergarten admissions process, including all research, applications, coordinating testing and interviews, etc.
- Interviewed, hired, and trained staff on behalf of children

#### BrightSparks Montessori

Office Manager/Montessori Teacher

September 2007 - June 2009 (1 year 10 months)

Cork, Ireland

- Reported to the school's Directress and provided administrative office support, including drafting correspondence with parents, filing records, managing and updating contact information, etc.
- Taught 20-25 children and advanced them through each module of the Montessori Method, which includes education in Practical Life, Sensorial, Language, Math, and Culture.
- Recorded the children's progress in each area throughout the year.
- Observed the children individually within their environment (both academically and socially) and recording results.
- Assisted the Directress in planning the daily/weekly schedule.
- Worked one-to-one with special needs children and reported daily progress to the Directress and/or parents.

#### Greenwich Academy

Director of Yearlings After-School Program

January 2007 - June 2007 (6 months)

Greenwich, Connecticut

- Coordinated dismissal times, collected the two youngest groups from their classrooms while returning in time for the arrival of the older girls, and directed the "Yearlings after School Program."

- Assisted with homework and organized activities to capture the attention of all ages.
- Corresponded regularly with parents to ensure well-being of children; developed and maintained relationships of trust.

### Kaplan Test Prep

#### Reporting Analyst and Systems Administrator Manager

January 2006 - December 2006 (1 year)

Manhattan, New York

- Created and distributed financial reports to senior management on a daily, weekly, and monthly basis.
- Managed report requests from centers around the United States.
- Developed Excel templates that allowed users to manipulate data for their own needs.
- Worked with team to improve report request turn around time.
- Maintained and monitored company servers.

### GE-Healthcare

#### Executive Assistant to Human Resources Manager

June 2004 - October 2005 (1 year 5 months)

Cork, Ireland

- Provided executive administrative support to HR Manager in addition to several HR Specialists.
- Managed, maintained, updated, and synchronized calendars on behalf of HR team.
- Answered phone calls, drafted correspondence, responded to emails, and handled filing for the entire department.
- Created and distributed reports on salary, existing staff, new hires, and applicants for HR Manager.
- Assisted in implementing new Oracle system; managed and maintained HR software packages and Internet recruitment site.
- Responsible for completing new hire set-up as well as maintaining current employee information within Oracle.
- Drafted contracts of employment, including new employee, change of position, and extension contracts.
- Assisted HR Manager in conducting interviews

### Hewlett-Packard

#### System Analyst

November 1999 - January 2003 (3 years 3 months)

Dublin, Ireland

- Developed a web-based administrative tool for ETECH to facilitate the creation of user, service provider, and courier accounts; edited existing data and cases.
- Developed various in-house web reporting pages based on company systems such as ETECH, Employee Management System, and Performance Management Tool.

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## Education

University College Cork

Bachelor of Science (BSc), Accounting · (1994 - 1998)

Portobello Institute Dublin

Diploma, Montessori Teacher Education · (2007 - 2008)

Griffith College Dublin

Master of Science (MSc), Computing · (2001 - 2006)

Griffith College Dublin

Graduate Diploma, Computing · (1998 - 2000)

Univer

BSc in Accounting · (October 1994 - June 1998)