

♦ **Bates** ♦
A R C H I T E C T S

Resume of Jennifer J. Litchfield

January 2016

Employment: BATES ARCHITECTS PC, OCTOBER 15, 2010 TO PRESENT

Accounts Payable

- Small business setup. Helped obtain licenses for business start-up
- Invoices, receive payments, payroll, entering time sheets, process quarterly taxes
- Office Administrative Tasks – office manager - ordering office supplies, phones, IT / computer maintenance,
- RFP / Proposal Submissions – Create and help facilitate submission

Director of Interiors

Interior Design – select color schemes, paint, flooring and other interior finishes that complement the design, as well as suit client's needs for aesthetics, function, and durability.

1. Advanced Pain Management, Germantown, Maryland completed 2014, Interior Finishes and Furnishings Coordination
2. Minkoff, Building Six, Germantown MD, Lobby and Corridor, Interior Finishes
3. Fortrex, Frederick, MD, Interior Finishes
4. 92 TJ Drive, Frederick, MD – Lobby and Corridor Finishes
5. New IPO @ Ft Detrick, Frederick, Maryland, Interior Finishes
6. 3eTi – Rockville, MD, Interior Finishes
7. 5202 Presidents Court, Frederick MD, Lobby and Restroom Finishes
8. Century Plaza, Germantown, MD, Interior Finishes
9. COLA, Columbia, MD , Interior Finishes
10. Wycliffe Enterprises, Interior Finishes
11. The ARC of Frederick County, Frederick, MD, Interior Finishes
12. Keany Produce, Landover, MD
13. Commonwealth Digital's Office Solutions, Interior Office
14. 1888 N Market St., 1st Floor Elevator Lobby
15. 6 MVA, 4th Floor, Elevator Lobby and Corridor
16. 8757 Georgia Ave., Micromarket/Exercise Facility
17. H&B Products, Interior Offices, Reception, Conference and Storage
18. University of Maryland, Keygene, Interior Office and Lab
19. Excel Services, Rockville MD, Interior office finishes

URIE BATES ARCHITECTS, PC JANUARY 2006 TO OCTOBER 2010

Director of Interiors

- Interior Design – select color schemes, paint, flooring and other interior finishes that complement the design, as well as suit client's needs for aesthetics, function, and durability.
 1. The Department of Veterans Affairs, Center for Acquisition Innovation Academy, Interior Finish Selection, Frederick MD
 2. Spirent Communications @ Seneca Meadows Corporate Center, Interior Finish Selection, Montgomery County, MD
 3. Coakley Williams Suite @ The Bowie Town Center, Interior Finish Selection , Bowie MD
 4. Keywest Corporate Center, 9420 & 9430 Keywest Ave., Lobby, Corridor and Restroom Finish Selection, Rockville MD
 5. Maryland State House, Restroom Finishes, Annapolis MD
 6. Frederick Corporate Park, 7485 & 7495 New Horizon Way, Interior Finish Selection, Frederick MD
 7. Harvest Bank of Maryland @ Shady Grove Development Park, Gaithersburg MD, Interior Upgrades
 8. Dr. Stern, Rockville, Maryland, Interior Finishes
 9. USDA, Frederick, Maryland, Interior Finishes
 10. IMSG, Frederick, Maryland
 11. Housing Opportunity Commission, Kensington, Maryland, Interior Upgrades
 12. Vein Clinics of America, Chevy Chase & Columbia, Maryland, Interior Upgrades
 13. VOB/BMW, Rockville, Maryland, Interior Finishes

- Helped develop and input website

FIRST REPUBLIC MORTGAGE, INC., 1995-1997

Director of Corporate Marketing

- Provided advertising and marketing support to 50+ Mortgage Loan Officers
- Set up and managed outgoing mail marketing distribution. Created and maintained a quarterly company newsletter
- Designed and created advertising brochures and fliers for meetings, and various other administrative tasks

FIRST REPUBLIC MORTGAGE, FEBRUARY 1995 TO AUGUST 1995

Loan Officer

- Husband/Wife loan officer team

- Provided home loans to prospective buyers in the Frederick, MD area
- Created all marketing and advertising material used to start new business
- Maintained a database of all customers to provide follow up and help create new business

800 SOFTWARE, INC. 1993 TO 1995

Account Manager

- Responsible for providing software to various corporate accounts at one of the largest resellers of PC software.
- 800 Software (then became Corporate Software) specialized in providing PC software and peripheral sales to government agencies.
- Assigned to named strategic/top accounts within the Americas and responsible for maintaining and selling software support & services within these named accounts.
- Maintained the current support business, drove deployment of licenses, drove new business opportunities in premier support, education, and packaged services.
- Established a professional working relationship with the client, and developed a core understanding of the unique business needs of the client within their industry.

IBM, 1990-1993

Administrative Support

- Provided administrative support to one of the Corporate Vice Presidents
- Placed all travel arrangements, processed meeting minutes, created slide presentations, handled mailings and all other administrative tasks

FORD MOTOR CREDIT COMPANY, 1987-1990

Credit Analyst

- Credit Underwriting
- Provided support for 10 dealerships
- Analyze credit data and financial statements to determine the degree of risk involved in extending credit or lending money
- Reviewed applicable credit reports and financial data and provided comprehensive monthly reports
- Moved quickly from a collections agent to a finance officer in 6 months

CRYSTAL FORD DEALERSHIP, 1986 – 1987

Finance Officer

- Responsible for providing financial assistance to customer for automobiles loans.
- Perform credit interview, prepare credit application.
- Verify accuracy of all material information on the credit application and submit to lender.
- Prepared the delivery documentation, including the preparation of the loan documents, DMV paperwork and other legal forms required by state and federal regulatory bodies.
- Maintain confidentiality of customer information.
- Disclose financial information to customers.
- Sell credit insurance and service contracts.
- Maintain a lender guide of programs you are currently using and obtain a working knowledge of them
- Sold additional automobile products such as undercoating and warranties

SOVRAN BANK, 1982 - 1986

Teller

- Cashing checks, accepting deposits and loan payments, and processing withdrawals, sell savings bonds
- Accept payment for customers' utility bills and charge cards, process necessary paperwork for certificates of deposit, and sell travelers' checks.

Education: Bachelor of Arts, Journalism (PR), University of Maryland 1986

Software: Windows based programs including Quickbooks, MS Word, MS Excel, MS Publisher, Printmaster, Act Database, NetObjects, Adobe Acrobat, Photoshop