

**Jennifer Power**  
**16 Meridian**  
**Dove Canyon, CA 92679**  
**714-401-1132**

**EXPERIENCE:**

**JOB DESCRIPTION**

Nationwide Business Capital, LLC  
Anaheim Hills, CA  
Oct. 2004 – Nov. / 2007

Documentation Preparation & Review,  
UCC Filings, Bank / Sales Correspondence,  
Payment / Commission Calculations,  
Invoicing Pro-Rata and Interim charges,  
Direct Communications with Customers,  
Ordering Supplier Invoices per Bank  
Specifications, Credit Submittals

Westover Financial, Inc.  
Santa Ana, CA  
May 2003 – Oct. 2004

Document Review, UCC Filings,  
Bank / Sales Correspondence,  
Payment / Commission Calculations  
Lien Searches, Site Inspection Orders

MSM Capital Corp.  
Irvine, CA  
Sept. 2000 - Nov. 2002

Document Review, UCC Filings,  
Bank / Sales Correspondence,  
Payment / Commission Calculations  
Credit Report Review, Credit Submissions

Rocheux International  
Carson, CA  
April 2000 – Sept. 2000

Sales Assistant, Order Entry, Supplier  
Orders, Inventory Control

The Republic Group  
Anaheim, CA  
Jan. 1998 – Nov. 1998

Documentation Preparation & Review,  
UCC Filings, Bank / Sales Correspondence  
Commission Statements

**SKILLS:**

Microsoft Word / Microsoft Excel, Typing 50 WPM, 10  
Key, HP 17B Business Calculator, Great Communication  
Skills, Customer Service Oriented, Organizational Skills,  
Exceptional Attention to Detail

**PERSONAL:**

I am hard working and confident in my ability to  
accomplish what is expected of me in the work place. I  
have two years community college completed at LBCC and  
would like to continue my education in the near future.

References Available Upon Request