

Jenn Hughes

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OBJECTIVE: Appointment to the Human Services Citizen Review Panel.

EXPERIENCE

2012 Council Aide I, Denver City Council

- Manage and resolve constituent inquiries and correspondence
- Develop and distribute communication materials on behalf of Councilmember
- Assist in meeting and preparation by conducting research, drafting appropriate documents, and briefing the council member.
- Perform administrative functions under the purview of this position.

2011 Project Consultant, One Colorado Education Fund, Denver, CO

- Developed and tested the pilot research instrument used in a statewide community health and healthcare needs assessment study in Colorado.
- Managed/facilitated steering committee meetings for this research
- Managed the development of specific & targeted health policy recommendations
- Drafted the final research narrative based on quantitative and qualitative data and input from coalition members and stakeholders.

2008-2011 Supervisor, Stems, Ltd., Denver, CO

- Managed projects with teams of up to five persons
- Instructed others on the knowledge needed to accomplish a client's goals and vision
- Integral in continuously evaluating and adjusting organizational systems and processes
- Responsible for maintaining detailed records of fieldwork

2007-2008 Investigator, Braddy Investigative Group, Denver, CO

- Facilitated extensive database and public records research
- Located persons and property through complex research and neighborhood canvassing
- Conducted thorough face-to-face interviews
- Drafted detailed and objective reports that include research summations

2006-2007 Investigator Masters Company, LLC Telluride, CO

- Performed trial preparation and legal research
- Directed criminal investigations involving thorough interviewing and records research
- Acted as an operative on high profile executive protection assignments
- Managed business development, administrative activities, and company-client relations

2002-2006 Investigator, Terrier Claims Services, New York, NY

- Managed personal injury and liability surveillance Investigations
- Operated worker's Compensation and insurance fraud surveillance investigations
- Prepared in-depth investigative reports and engaged directly with clients
- Provided expert testimony in federal district and state worker's compensation courts
- Conducted comprehensive trial preparation, legal and records research

2001 Legislative Assistant, New York State Legislature, Albany, NY

- Conducted policy and legal research
- Aided in the drafting and editing of bills, resolutions, and press releases
- Reviewed legislation and media materials on behalf of legislative member
- Attended public hearings, committee meetings, and legislative sessions
- Liaison to legislative members, lobbyists, and constituents

EDUCATION

M.S., Public Administration University of Colorado at Denver

B.A., Criminal Justice, State University of New York at Albany

QUALIFICATIONS: Strong research, writing, and problem solving skills. Ability to prioritize, maximize an efficient use of time, and maintain a detailed focus. Effective working independently and/or collectively and comfortable in a leadership role.