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## BAC-7263

### Contact Information

Contact Name	Jennifer Neuhalfen	Home Address	[REDACTED]
Preferred Phone	[REDACTED]	Home City	Denver
Preferred Email	[REDACTED]	Home State	CO
Other Phone		Home Zip	[REDACTED]
Other Email	[REDACTED]m	County	Denver
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	No
SSN	[REDACTED]	Race/Ethnicity	Caucasian
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Mrs.
		Pronouns	

### Application

Status	Appointed	Council Resolution Number	
Notes			

### Board Information

Board Name	Colfax Business Improvement District Board of Directors	Original Start Date	
		End Date	
		Other boards or commissions served	

### Work Information

Employer	[REDACTED]	Work Address	[REDACTED]
Position	[REDACTED]r	Work City	[REDACTED]
Business Phone #	[REDACTED]	Work State	CO
Work Email		Work Zip	[REDACTED]

### Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Denver	Special Information	
Denver City Council District No	4	Registered Lobbyist	
Conflict of Interest Explanation		Conflict of Interest	

## Education and General Qualifications

Name of High School	[REDACTED]	Name of Graduate School	
Location of High School	[REDACTED]	Location of Graduate School	
# of Years Attended High school	[REDACTED]	# of Years Attended Graduate School	
Did you Graduate High School	Yes	Did you Graduate	
		Graduate Major	
Name of College	[REDACTED]		
Location of College	[REDACTED]		
# of Years Attended College	[REDACTED]		
Did you Graduate College	[REDACTED]		
Undergrad Major			

## Reference Details

Reference Name #1	[REDACTED]	Reference Email #1	[REDACTED]
Reference Phone #1	[REDACTED]	Reference Address #1	[REDACTED]
Reference Name #2	[REDACTED]	Reference Email #2	[REDACTED]
Reference Phone #2	[REDACTED]	Reference Address #2	[REDACTED]
Reference Name #3	[REDACTED]	Reference Email #3	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Agree to a background check	<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] M

## Notes & Attachments

**Congrats Letter - a071Y00001TyMT6.docx**

Type	Attachment
Last Modified	Romaine Pacheco
Description	<a href="#">View file</a>

**Certificate of Appointment - a071Y00001TyMT6.docx**

Type	Attachment
Last Modified	Romaine Pacheco
Description	<a href="#">View file</a>

**J Neuhalfen - Resume.pdf**

Type	Attachment
Last Modified	Denver Integration
Description	<a href="#">View file</a>

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# Jennifer Neuhalfen

## Community Leader

2500 S Cherry Street  
Denver, CO 80222  
(303) 906-5678  
jh.neuhalfen@gmail.com

## SKILLS

While being involved with my Registered Neighborhood Organization since 2015, I discovered the skill of creating inaction into action. In the years leading up to my retirement, every position I held led to a leadership role proving my determination for success. While running many different companies, my skills became diverse and include being able to self teach.

## EXPERIENCE

### **University Hills North Community, RNO, Denver- Board member**

May 2015 - PRESENT

- Since May 2018 holding a co-president position.
- Organize monthly meetings to engage the community.
- Join various stakeholder committees to help communicate community concerns to city leadership.
- Manage community social media to inform residents of local events and issues.

### **1915 E Colfax Ave, LLC, Denver- Owner, Manager**

Jan 2019 - Present

- Commercial Property Owner.
- Maintain knowledge and understanding of tenant contracts.
- Employ a clear communication channel regarding my tenants' needs.
- Bookkeeping.

### **Ready Temporary Services, Denver - Controller**

March 2000 - December 2018

- Managed a staff of between 1 and 3.
- Managed A/P and A/R, invoiced all customers, processed all receivables, paid all bills timely both online and via check.
- Managed Payroll both daily and weekly for a temporary staff of between 200 and 500 daily employees and between 25 and 45 permanent staff members.

- 
- Maintained bookkeeping, monthly, keeping the Balance Sheet and P&L up to date, balanced and available for the CPA.
  - Completed quarterly reports to the state and federal governments regarding unemployment.
  - Ensured payroll taxes were paid accurately and timely to both the state and federal governments.
  - Managed the HR program to ensure all paperwork from employees was complete and accurate.
  - Collaborated with software developers to maintain high functioning proprietary software.

**Ready Temporary Services, Denver** - *Workers' Compensation Administrator and Administration Assistant*

1997 - 2000

- Managed all Worker's Compensation duties.
- Intake of new injury reports and information.
- Managed communication between insurance, medical professionals, and injured employees.
- Instituted and managed a return to work program.
- Applied for and maintained the Cost Certification through the state of Colorado.
- Helped maintain accuracy on all payroll, A/P and A/R functions.
- Managed inventory for both the back-office and the temporary labor support; cutting costs where available.

**Ready Temporary Services, Denver** - *Administration Assistant*

1993 to 1997

- Helped maintain accuracy on all payroll, A/P and A/R functions
- Managed inventory for both the back-office and the temporary labor support; cutting costs where available

## EDUCATION

**University of Colorado at Denver, Denver**

2002 - 2004

Worked toward a degree in accounting.

## SUMMARY

My early retirement was an opportunity I took to be able to spend more quality time with and be available for my 3 sons. During this time I found that I missed being an advocate for our underserved community. I've discovered an outlet for my passion through community organizations and look forward to continuing playing active roles through various community committees and boards.