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BAC-7263

Contact Information

| | | | |
|-----------------|---------------------------|---------------------------------------|----------------------|
| Contact Name | Jennifer Neuhalfen | Home Address | 2500 S Cherry Street |
| Preferred Phone | 303-906-5678 | Home City | Denver |
| Preferred Email | 1915e.colfaxllc@gmail.com | Home State | CO |
| Other Phone | | Home Zip | 80222 |
| Other Email | jh.neuhalfen@gmail.com | County | Denver |
| DOB | [REDACTED] | Hispanic or Latino origin or Descent? | No |
| SSN | [REDACTED] | Race/Ethnicity | Caucasian |
| Gender | Female | Other Ethnicity | |
| Other Gender | | Salutation | Mrs. |

Board Information

| | | | |
|-----------------|---|------------------------------------|--|
| Board Name | Colfax Business Improvement District Board of Directors | Other boards or commissions served | |
| Status | New | Resigned | |
| Term Start Date | | | |
| Term End Date | | | |

Work Information

| | | | |
|------------------|------------------------|--------------|----------------------|
| Employer | 1915 E Colfax Ave, LLC | Work Address | 2500 S Cherry Street |
| Position | manager | Work City | Denver |
| Business Phone # | 303-906-5678 | Work State | CO |
| Work Email | | Work Zip | 80222 |

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 | | |

Education and General Qualifications

| | | | |
|---------------------------------|------------------|-------------------------------------|--|
| Name of High School | East High Denver | Name of Graduate School | |
| Location of High School | Denver CO | Location of Graduate School | |
| # of Years Attended High school | 4 | # of Years Attended Graduate School | |
| Did you Graduate | Yes | Did you Graduate | |

High School

Graduate Major

Name of College CU Denver
 Location of College Auraria Campus - Denver CO
 # of Years Attended College 2
 Did you Graduate College No
 Undergrad Major

Reference Details

Reference Name #1 Liz Davis Reference Email #1 easdavis@gmail.com
 Reference Phone #1 720-935-0486 Reference Address #1 2575 S Cherry St Denver 80222

Reference Name #2 Vicki Hales Reference Email #2 vicki.hales@umb.com
 Reference Phone #2 720-941-2363 Reference Address #2 1635 E Colfax Ave Denver 80218

Reference Name #3 Kendra Black Reference Email #3 kendra.black@denvergov.org
 Reference Phone #3 720-337-4444 Reference Address #3

Agree to a background check

Owner Romaine Pacheco

Created By Denver Integration, 5/11/2021 4:20 PM

Last Modified By Denver Integration, 5/11/2021 4:20 PM

Notes & Attachments

J Neuhalfen - Resume.pdf

Type Attachment

Last Modified Denver Integration

Description

[View file](#)

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.