

Jennifer Aldridge

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SUMMARY

An energetic, determined, and successful professional with 18 years diverse experience in real estate, personnel management, teaching, civil law and portfolio management. . A creative, analytical, and self motivated person strong in communication and organizational skills.

- Strong manager and problem solver
- Effective trainer, public speaker, and facilitator of work processes
- Accomplished in defining critical issues, data analysis, assessment, and strategic action plans
- Highly skilled in organizational systems and obtaining results

PROFESSIONAL EXPERIENCE

Fortis GROUP Senior Analyst

3/02 - present

Senior Analyst and direct report to the principle of Fortis Group, a market research and analysis firm servicing homebuilders, land developers and municipalities in the metro Toledo area.

- Developed and maintained strategic partnerships with broad clientele base through long term project management, resulting in successful real estate developments.
- Successfully managed projects from inception to completion through project clarification, data analysis, conducting meetings with multiple parties, addressing complex project challenges and opportunities, and effectively communicating strategies to clients in a cooperative, team building atmosphere.
- Regularly managed multiple projects and guided staff to meet deadlines, exceed client expectations and generate company revenue. Proven track record of operating with tight deadlines, multi-tasking and working under pressure.
- Effectively conveyed comprehensive information in large public speaking engagements and small group venues. Consistently authored written work for various audiences.

WORLDWIDE FINANCIAL, a division of National Bank Vice President - Credit Risk Management Manager – Underwriting department / Underwriter

12/97 – 3/02

Promoted rapidly to position of Vice President of Credit Risk Management; supervised multi-state region pertaining to portfolio risk management and corporate and federal compliance. Successfully managed the underwriting department and executed underwriting/funding positions with supervisory responsibilities.

- Provided organizational management, leadership and instruction to branch personnel that increased the focus on customer service, staff achievement of company performance standards, and employee morale.
- Designed and implemented training manuals and programs that facilitated branch work flow and ensured employee/customer compliance to corporate guidelines and federal regulations.
- Managed risk assessment and compliance in multi-state region.
- Approved loan applications up to \$350,000 with delegated line of credit authority.
- Decreased potential for future fraudulent, defaulted, and delinquent loans by performing portfolio audits, fraud investigation, and underwriter performance evaluations. Regularly communicated audit results and recommendations to senior management and staff.

CENTRAL PUBLIC SCHOOL, Tiffin, OH
Kindergarten Teacher

1992 - 1997

- Taught basic skills for students 1-6 for one year. Then taught Kindergarten and basic skills the next years.
- Used journals in my classroom to promote a sense of pride about their own work and progress in word building and sentence making.
- Used "centers" in the classroom, as practice time for students reading books to students, to model good reading skills, for enjoyment of reading, to build creative thinking, to find work on sequence of story, to find the characters of the story, to look at words of the story, or to knowing the author and illustrator.

TIFFIN ELEMENTARY SCHOOL, Tiffin, OH
Teacher

1990 - 1992

- Taught approximately 130 students per day through motivational and management techniques, design and implementation of lessons, group facilitation, and organization.
- Direct communication and leadership experience with diverse age groups and professionals (i.e. administration, local business owners, government officials, parents, faculty, and students) that resulted in successful community based environmental exhibition, Washington D.C. trips, Mesa County court project, fundraisers, and award winning cheerleading squad.

EDUCATION

Bachelor of Arts, Elementary Education - Ohio State University
With Distinction Honors – Top 5% GPA 3.72

PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS

Office of Independent Consultants, Professional Development Program