



Jena E. Ward
Office Administrator

Cell: 256.621.2848 | Office: 205-381-1000

2151 Highland Avenue South, Suite 120 | Birmingham, AL 35205

jward@triumphservices.org | www.linkedin.com/in/jenaward

Reaching New Heights

Designations and Certifications:

Certification in Community-Based Services

Certified Job Coach

Business Research Certification

Life & Health Insurance Certification

First Aid, CPR, AED Certified

Areas of Special Emphasis:

- ◇ Policy development
- ◇ Employee recruitment
- ◇ Benefits Enrollment
- ◇ Volunteer Management
- ◇ Commission on Accreditation of
Rehabilitation Facilities
- ◇ Microsoft Office, Recruitment
- ◇ Employment Law
- ◇ Onboarding
- ◇ Mathematics

Education:

University of Alabama at Birmingham

Bachelor of Science,

HR Management

When interviewing for a position at Triumph, Jena stated emphatically, “I believe in this organization and I want to help it grow!” She has not disappointed. Jena brings positivity, strong organizational skills, and tremendous customer service in her role as the Office Administrator for Triumph Services. Over the past 6 years, Jena has developed a broad range of administrative and human resources experience and is inspired when she sees people succeed in their careers. Jena is passionate about the mission of Triumph and won’t rest until individuals with developmental disabilities throughout the state of Alabama have access to services.

Professional Affiliations:

- ◇ Society of Human Resources Management

Community Involvement:

- ◇ Small Group Leader at The Church at Brook Hills

Ask me about:

- ◇ Past experience as a Job Coach
- ◇ My international work experience
- ◇ My favorite outdoor activities
- ◇ My fascination with directions
- ◇ Why I believe adults with developmental disabilities deserve the very best!