

Application Form

Profile

JENNY

First Name

M

Middle Initial

KNUDSEN

Last Name

[Redacted] _____
Email Address

Employer

Job Title

[Redacted] _____
Home Address

Suite or Apt

[Redacted] _____
City

[Redacted] _____
State

[Redacted] _____
Postal Code

[Redacted] _____
Primary Phone

Which Boards would you like to apply for?

Children's Justice Center Advisory Board: Submitted
Mountainous Planning District Planning Commission: Submitted
Open Space Trust Fund Advisory Committee: Submitted
Salt Lake County Planning Commission: Submitted

Referred by:

Qualifications

Please tell us about yourself.

I have 5 grown children and 5 grandchildren. I have worked in the schools and real estate industry for 20years combined. I am passionate about the growth, development and ongoing efforts to protect and preserve our open and outdoor environment as well as the protection and development of Utah's open and mountainous spaces.

Why are you interested in serving on a board or commission?

To be an integral part of my home state and surrounding communities.

What education, work experience, or volunteer experience do you have that applies to the board you are applying for?

I am a licensed real estate professional working with investors, development and growth.

What unique perspectives could you bring to the board?

I have extensive knowledge and abilities for all things outdoors and especially our beautiful Utah mountains and environment. I am passionate about outdoor recreation and conservation. I am invested in being an integral part of Utah's growth and development.

[Jenny_Knudsen_Resume.docx](#)

Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Are you a Salt Lake County employee?

Yes No

Are you a current member of another Salt Lake County board or commission?

Yes No

Race/Ethnicity *

[REDACTED]

District *

[REDACTED]

Gender Pronouns *

[REDACTED]

Age Range *

[REDACTED]

Languages *

[REDACTED]

Political Affiliation

[REDACTED]

Professional Skills and strengths

- *Exceptional administrative support
 - *Organization, communication, and scheduling, including preparing correspondences, arranging meetings and calendars
 - *Customer Service: exhibiting compassion, empathy and caring for others
 - *Strong research and computer skills
 - *Tech savvy and knowledgeable
 - *Practice high standards of integrity, accountability, passion for work, and professionalism.
-

Work History

September 2020 – June 2023 – Licensing Specialist Utah Division of Real Estate

- *Provide telephone, email, and live chat support for all aspects of Real Estate Licensing and Enforcement
- *Ensure accuracy, verify qualifications, and background check information as it pertains to licensees.
- *Accurate data entry for license information, and changes.
- *Coordinate and gather evidence and correspondence for Investigations regarding Appraisal Complaints

September 2021 – April 2022 Investigator at Utah Division of Real Estate

- *Investigate potential violations of the Real Estate Licensing and Practice Act.
- *Respond to complaints, request, and review documentation
- *Write comprehensive investigative reports
- *Manage case load, conduct interviews, maintain compliance with applicable state laws, regulations, and agency rules
- *Maintain detailed investigation records, prepare reports, and attend o other related administrative duties.
- *Act as an expert witness, including giving testimony and recommendations in court cases and/or hearings.

February 2020 – September 2020 - Fingerprint Specialist Utah Division of Real Estate

- *Fingerprint licensees and track information for background checks
- *Maintain and monitor fingerprinting equipment
- *Work closely with the Bureau of Criminal Identification regarding background checks and systems

May 2018 – February 2019 – Utah Property Solutions

Office Assistant/Assistant Property Manager

- *Manage day to day back office and maintenance.
- *Customer service and relations liaison and support. Answering calls, providing solutions and assistance.
- *Scheduling, managing workflow

Administrative Assistant/Customer Service - Dispatch/Billing September 2017 - March 2018

- *Routing and assisting drivers
- *Scheduling and route setting, contacting proper personnel in the event of traffic or emergency situations and
- *Providing liaison support between schools, administrators and parents.
- *General administrative assistance and office duties.
- *Customer service and coordination of schedules

Education

SLCC – Associates AS - Criminal Justice