

Jennifer C. Farmer

Notary Public | Intuit Certified Bookkeeper | Administrative Professional

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EXPERIENCE

Integrity Bookkeeping & Notary Services, LLC, Boswell, OK — *Owner*

July 2025 - PRESENT

Provide mobile notary service and full service bookkeeping to a variety of clients.

United States Postal Service, Hugo, OK — *Rural Mail Carrier*

August 2019 - PRESENT

Organize letters, flats and packages in sequence of route and deliver said items on prescribed route; assist customers on route as needed with stamp sales and postal information.

Trenton Area Chamber of Commerce, Trenton, MO — *Administrative Assistant*

May 2007 - July 2018

Provide administrative support to the President of the Chamber of Commerce including planning, record-keeping, preparation and execution of events, full service bookkeeping (including payroll), agenda preparation, typing minutes of board meetings, prepare bulk mailings, maintain website as well as assist customers, board members and ambassadors. Manage all aspects of the License Office, contracted with MO Department of Revenue.

EDUCATION

North Central Missouri College, Trenton, MO

1998

Accounting studies

Western State College of CO, Gunnison, CO

1997

General Education Courses

SKILLS

Quickbooks
Payroll Processing
Microsoft Office
Google Workspace
Data Entry
Organization
Records Management
Confidentiality & Integrity
Customer Service
Notary Public

VOLUNTEER WORK

**Treasurer, Westward Gap
Outreach, Boswell, OK**

**Kids Teacher, New Life Family
Church, Boswell, OK**

LANGUAGES

American English