

## Jennifer Nicole Bienski

1630 Wells Branch Parkway, Apartment 922, Austin, Texas 78728

979.255.4881

[jbienski@gmail.com](mailto:jbienski@gmail.com)

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### Education

- 2006-2007 **Texas A&M University; College of Agriculture and Life Science**  
Master of Education, Agricultural Development (GPR 3.9) (Summa Cum Laude)
- 2002-2006 **Texas A&M University; College of Agriculture and Life Science**  
Bachelor of Science, Agricultural Development (GPR 3.75) (Magna Cum Laude)  
Minor, Agricultural Economics
- 2001-2002 **Blinn Community College, Bryan Campus**
- 2000-2002 **St. Joseph Catholic High School**  
Honor graduate, top 10% of class
- 1998-2000 **Bryan High School and Hammond Oliver High School for Human Sciences**  
Honor student, top 15% of class (advanced honors program)

### Employment

- September 2009-present **Employees Retirement System of Texas; Records Analyst.**  
Draft and publish policy relating to records retention of beneficiaries; construct and deploy intranet site; develop training material for all agency staff related to electronic content management system.
- July 2008-September 2009 **SMARTfiles Document Management; Marketing Director.**  
Create and distribute monthly newsletters; design and produce materials for pre-implementation, end-user training and various workshops/tradeshows; maintain website.
- August 2007-July 2008 **Texas State Senator Steve Ogden; Legislative Aide/Scheduler.**  
Manage calendar and coordinate daily agenda; design and update website; serve as liaison for Senator at various meetings/events; work with constituents; draft and submit correspondence/reports; work with numerous State agencies in collecting, maintaining, and reporting statistical information.
- October 2004-February 2007 **Texas Transportation Institute; Graduate Assistant.**  
Edit and finalize technical reports used at state and national conferences; create graphic presentations; compute data; provide assistance for administrative staff.
- May 2005-August 2005 **U.S. Congressman Jeb Hensarling; Congressional Intern.**  
Attend hearings; assemble information and type reports; provide tours of U.S. Capitol for visiting constituents; assist with constituents' concerns.

### Community/Civic Involvement

Active volunteer with American Cancer Society; Austin Area Food Bank; Marathon Kids

### Special Skills

Microsoft Office (Word, Excel, PowerPoint, Access); FileMaker Pro; FrontPage Web Designer; SharePoint Electronic Document Management Operating System; extensive knowledge of office equipment and business processes

### Awards and Recognition

Granted admission to Phi Eta Sigma, TAMU Chapter, National Honor Society  
Member, American Business Women's Association  
Member, Association for Information and Image Management  
Member, Association of Records Managers and Administrators  
Recognized by "Who's Who in American High Schools"  
Selected as member of Bryan-College Station Chamber of Commerce Junior Leadership Brazos

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### Reference

Senator Steve E. Ogden  
Texas State Senator  
3740 Copperfield Drive, Suite 103  
Bryan, Texas 77802  
979.776.0521

Dr. Perry L. Adkisson  
Distinguished Professor Emeritus  
And Chancellor Emeritus  
The Texas A&M University System  
College Station, Texas 77843  
979.845.2510

Dr. Barry Body  
Associate Department Head  
And Associate Professor  
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