



Emerald Ridge Apartments



Della's Wood-Fired Pizza & Cocktails



The Cane Tiki



# JM CONSTRUCTION

Eden Delmore

*Assistant Office Manager*



I've been working for my family's business, JM Construction, off-and-on since 2017, gaining experience in a wide variety of roles. From handling social media and photography to taking on administrative duties, I've had the opportunity to see the business from many different angles. This hands-on experience has given me a solid understanding of both the creative and logistical sides of the company. In addition to my work at JM Construction, I've also worked in customer service in various industries, including restaurants, fitness facilities, and medical offices. These roles have helped me refine my communication skills and ability to problem-solve, whether I'm dealing with clients or customers in a fast-paced setting. I enjoy working in dynamic environments where I can learn new skills, collaborate with others, and contribute to the success of the team.

## PRIMARY OFFICE

345 Spring St Suite 103  
Paso Robles Ca 93446  
Eden@jmconstruction.com  
805-472-2400

## EDUCATION

A.S. Pre-Nursing  
A.A. Liberal Sciences  
Phlebotomy Certification

## EXPERIENCE

JM Construction | Assistant Office Manager | Construction Photography & Social Media | 2017-Present

As an Administrative Assistant at JM Construction, my responsibilities include maintaining compliance with the state of California, managing company vehicles, and data entry to ensure accurate record-keeping. In addition to these tasks, I've gained experience in construction photography, capturing project progress and showcasing our work. I've also assisted with social media, creating content and engaging with our audience to help promote the business and build an online presence.