



EDEN DELMORE

Assistant Office Manager



Contact	Summary
345 Spring St. Suite 103 Paso Robles, CA 93446 805-472-2400 Eden@jmconstruction.com	Having grown up around the family business, Eden has had the opportunity to see JM Construction from many different perspectives. After gaining experience in the medical field and earning degrees in Pre-Nursing and Liberal Sciences, she returned to JM Construction full-time. Her background in healthcare and customer service helped develop the organization, communication, and problem-solving skills she brings to her role today. She enjoys working in a fast-paced environment where she can support the team and contribute to the company's continued success.
Education & Certifications	Work Experience
A.S. Pre-Nursing A.A. Liberal Sciences Phlebotomy Certification	JM Construction Assistant Office Manager Construction Photography & Social Media 2017-Present As Assistant Office Manager, Eden manages fleet vehicles, accounts payable, purchase orders, change orders, and a variety of day-to-day administrative operations. In addition to her office responsibilities, she contributes to the company's marketing efforts through photography, content creation, and social media management. Her hands-on involvement in both the operational and creative sides of the business has given her a well-rounded understanding of JM Construction and the industry it serves.

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