

UNITED ALLIANCE SERVICES



JENNA CABIYA

OFFICE MANAGER/TRAINING ADMINISTRATOR

CERTIFICATIONS

OSHA 10 HR Construction
OSHA 30 HR Construction

EDUCATION

Associates of Science, Business Admin
Middlesex Community College

Jenna is an experienced Administrator with over 12 years' experience in the manufacturing and corporate environments. Jenna brings a wealth of knowledge to United Alliance Services including Administrative Support, extensive Accounting and Human Resource knowledge as well as scheduling, purchasing and inventory control.

Jenna is a valuable resource to the United Alliance Services team. She plays an integral role in the customer service and organizational strength of our company. She acts as primary liaison between the company and our clients by providing information, answering questions, and responding to requests.

In her previous role as Construction Safety Administrator, Jenna was responsible for assisting the project manager in all administration functions and processes regarding project safety and health. She facilitated the development of project safety and health plans and managed them from inception to completion. Jenna monitored all parts of the project safety and health requirements keeping them synchronized and moving forward.

In her current role as the Office Manager/Training Administrator, she works with clients after a contract has been signed to handle all the logistics of the training including all pre and post training needs. She is also responsible for coordinating all office activities and operations to secure efficiency and compliance to company policies.

