

Jen Nelson, Administrative Assistant

Providing Administrative & Marketing Support



Education

- Pepperdine University – MA, Education
- University of Southern California – BA, Economics

Experience

- Educator – Irvine Unified and Santa Ana Unified School Districts
- Professional Healthcare Representative – Pfizer, Inc
- Junior Account Executive – NovaStar Mortgage

Contact Information

- jen@generalcounselwest.com
- (310) 406-5391

Jen Nelson is an administrative assistant at GeneralCounselWest, PC. She supports the legal team with marketing strategy, business development, client outreach, meeting planning and implementation, scheduling, multi-tasking and any and all administrative duties.

Prior to joining GeneralCounselWest, Jen was an educator with Irvine Unified and Santa Ana Unified School Districts. She taught high school English, Kindergarten, and Third Grade. She also worked at Pfizer, Inc as a professional healthcare representative, as well as at NovaStar Mortgage as a Junior account executive.

Jen earned her Master's degree in Education in 2011 from Pepperdine University, where she studied elementary education with a specialty in reading intervention. She graduated with honors from the University of Southern California in 2004 with a Bachelor of Arts in Economics and was a member of the Delta Gamma sorority, serving as Director of Philanthropy and Athletics.

In her spare time, Jen enjoys outdoor activities, exercise, reading, cooking, crafting, and spending time with family.