



Jennifer A. Poole
Human Resources Manager
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Jennifer Poole joined the firm in February 2023, bringing a range of experience from her roles in law offices across multiple states, in non-profit administration, and in manufacturing. During her 15 years at another local firm, she won multiple awards for her contributions to community service, and in recognition of her contributions to the firm as Executive Assistant and as a member of the Associate Review Committee. Serving as a member of BB&L's Management Team, Jennifer focuses on day-to-day human resource management, recruiting and onboarding, performance management, training and development, and organizational development.

PROFESSIONAL EXPERIENCE

- HR Manager, Bennett Bigelow & Leedom, P.S. 2023 – Present

AWARDS AND RECOGNITION

- Outstanding Employee Transportation Coordinator 2019, issued by Seattle Department of Transportation
- Straightforward Award 2019, issued by Garvey Schubert Barer
- Volunteer Service Appreciation Award 2013, issued by Noel House Programs
- Garvey Schubert Barer Certificate of Excellence 2013, issued by Garvey Schubert Barer
- Magic Lasso Volunteer Service Appreciation Award 2011, issued by Noel House Programs
- Garvey Schubert Barer Dallaire's Public Service Award 2011, issued by Garvey Schubert Barer

PROFESSIONAL AND COMMUNITY INVOLVEMENT

- Association of Legal Administrators (ALA)
- Puget Sound Association of Legal Administrators (PSALA)
- Society for Human Resource Management (SHRM)

- Society for Human Resource Management, Seattle Chapter
- American Motorcyclist Association
- Food Lifeline
- Noel House Programs
- Washington Trails Association
- American Rally Association

PUBLICATIONS AND PRESENTATIONS

Association for Commuter Transportation ACT Transportation Demand Management (TDM) Forum, Panel Speaker, November 11-13, 2019, “Going Above and Beyond – Bringing a creative approach to challenging employer programs”

Commute Trip Reduction Champions, Employee Transportation Coordinator Panel Speaker (all-women panel), Commute Seattle and Seattle Department of Transportation, June 5, 2019

EDUCATION

Park University, B.S., Social Psychology, *summa cum laude*
 Society for Human Resource Management (SHRM), Certified Professional (SHRM-CP)
 Society for Human Resource Management (SHRM), Veterans at Work Certificate
 The Plan Sponsor University, Certified 401(k) Plan Fiduciary (C(k)PF)
 National Council for Mental Wellbeing, Adult Mental Health First Aid USA
 AIDFIRST, First Aid/CPR/AED Training
 Vital Smarts (now Crucial Learning), Getting Things Done
 Vital Smarts (now Crucial Learning), Influencer