



Jennifer N. Williams

Senior Associate

+25 years of experience · Chesapeake, Virginia

Jen brings more than 25 years of experience spanning financial modeling, operational management, real estate and mortgages, and business development. In her current role, she serves as an account executive, ensuring clients have maximum leverage of Toepfer & Associates' resources, and also supports client growth initiatives for continuing education and professional development. Jen is a radiation technician and serves as an adjunct instructor on Toepfer & Associate's radiation training team. Additionally, she assists with engineering and design coordination, as well as implementation strategies for clients in highly regulated industries.

With a keen and detail-oriented approach to conducting radiation surveys, Jen is familiar with the use, function, care, and maintenance of common radiation instruments. Her varied skillset is further complemented by her understanding of team dynamics and application of emotional intelligence. Jen holds a Bachelor of Science in psychology from North Central College.

MEMBERSHIPS

Member, American Psychological Association
International Association of Wellness Professionals

Clifton Strengthsfinder Results:

Relator, Competition, Achiever, Analytical, Ideation

EDUCATION & CERTIFICATES

BS, Psychology, North Central College, Naperville, IL 2005
Real Estate Salesperson License #0225265028, 2023
Seller Representative Specialist (SRS) Certificate 2023

HIGHLIGHTS

- +25 years total experience spanning sales, analytics, and design.
- Co-managed cryptocurrency portfolio over several hundred transactions from a \$20K base fund up to \$750K
- Successfully delivered 30% YoY revenue increase for clients via quality metrics and management practices.

MAJOR PROJECT EXPERIENCE

Web Design | Tidewater VA | 2025

Created and launched a client facing website to drive inbound inquiries, conveying technical expertise in palatable messaging. Use measurable analytics to direct marketing campaigns.

Confidential Client | Tidewater VA | 2022-2024

Increased revenue by 30% and kept well above competitors by revamping the marketing, re-evaluating pricing with quarterly competitor analyses, updating and maintaining staging, recruiting quality subcontractors, and creating a "wellness concierge" with vendor discounts to local businesses. Worked with civic leagues and city workers to push forward permits, reapprovals, and corrective actions for violations.

Confidential Client | Tidewater VA | 2023

Consulted confidential private sector client, guiding them on design, budgeting, city regulations and compliance, price setting, competitor analysis, inventory and spec sheets, vendor connections, layout, and staging. Developed marketing script for websites and local guidebook.

R3 Homes | Tidewater VA | 2017 – 2018

Co-led the acquisition, renovation, and resale of residential investment property. Analyzed and negotiated competitive cash purchase offer, developed detailed rehab scopes and budgets aligned with projected resale value, and managed procurement, subcontractors, permitting, and quality control. Oversaw purchasing and inventory, billing, and scheduling while remaining hands-on in renovation execution from inception to completion and served as the primary negotiator at sale.

Bibiana | Washington, DC | 2011-2012

Grew private dining revenue 300% in the first year of managing (from \$30K to \$90K monthly) for a fine dining restaurant by developing high-trust relationships with clients that booked events weekly, monthly, and annually. Secured full buyouts booked through departure and nine months beyond. Structured customized event solutions and coordinated chef-driven menu execution for corporate and government groups.

America's Mortgage Choice | Chicago | 2008

Sold advertisements B2B for a home remodel magazine to cold leads on behalf of a mortgage broker. Assisted with assemblage of articles to incorporate suggestions to homebuyers as to why to use their services in the precepts of financial crisis.

CAREER HISTORY

Toepfer & Associates, PLLC | Senior Associate

Establish and foster relationships with new clientele for clients in need of litigation support, engineering and design services, and radiation safety. Trained Radiation Technician; perform radiation surveys, familiar with ALARA practices, calibration, and dosimetry. Adjunct instructor supporting radiation training team.

Cohost with the Mohost, | Consultant, Project and Property Manager

Real estate and hospitality ventures focused on luxury short-term rentals, design-forward property improvements, and revenue optimization. Responsibilities include financial forecasting and price point setting per diem, vendor management, client relations, property staging and design, contract drafting, carryout of improvements, maintain inventory, and municipal coordination. Created and sold experiences with chefs, yogis, and artists to promote relaxing and revitalizing travel experiences Recovered losses from guests, ensured utmost guest and owner satisfaction, and 4.99-star rating. Consultant to other organizations on luxury rental design and setup, marketing design and content, price point setting, and management.

Skyon Remodeling & R3 Homes | Project Manager, Lead Designer

Managed and renovated residential rental and investment properties, including writing rental contracts, marketing to, evaluating, and approving new renters, collecting rent, issuing Pay or Quit notices, and negotiating purchase and sale of rentals. Remained hands-on in renovation execution including flooring removal, leveling and installation, wall and ceiling demolition and installation, framing, kitchen and bath installation, and painting. In charge of finding suppliers, price and model comparison, product inventory, and equipment rental. Managed vendors of masonry and exterior work. Managed procurement, subcontractors, permitting, and quality control of a house flip.

Skyon Future | Trader

Analyzed cryptocurrency markets across chronological, geographical, economic, and political cycles, integrated technical pattern recognition and macroeconomic drivers to forecast pricing movements across BTC, ETH, ADA, SOL, LTC, and XLM. Researched trends in bot products and emerging markets. Kept abreast of patterns between major and minor coins, penny stocks, as well as metals and commodities, and their effect on each other. Set a disbursement of trades across time and price points to affect market movement and collect profits, as with spot trading, derivatives, day trading, up to long-term holding.

Knightsbridge Group | Restaurant Manager

Managed private dining sales and operations for partial and full buyouts, including vendor coordination. Menu and website development and maintenance, POS systems management, opening and closing duties, wine selection and inventory, daily cash reconciliation. Assisted with setup of restaurant openings, trained all front of house staff, and ensured a high satisfaction client experience for Michelin rated chefs.

BankUnited | Senior Account Executive

Marketed loan programs to mortgage brokers through relationship-based business development, expanded company's national scope via cold calling, restructured files for approval, and coordinated proper documentation between underwriters and loan officers to ensure timely closings.

America's Mortgage Choice | Loan Analyst, Account Executive

Structured residential loans on behalf of owner, application intake and concierge to clients, processed loans through DO and DU, facilitated underwriting alignment, supported operations audits, developed B2B partnerships and marketing initiatives, sold advertisements.