



JEANIE VELA

Professional Organizer

Contacts

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🌐 versatile-freelancer.com

References

Jennifer Robinson - Client
Residential

Phone: (512) 944-3203

Rebecca Henson - Client
Residential

Phone: (512) 917-3138

Carrie Power - Client Representative
Business

Phone: (334) 590-3473

Skills

- Reliable & Dependable
- Self-Motivation & Time Management
- Excellent Multi-Tasker
- Collaboration & Delegation
- Analytical & Critical Thinking
- Strong Observational Abilities
- Problem Solving & Decision Making
- Detailed Oriented
- Creative Strategic Space Planning
- Creating Organizational Systems
- Storage Solutions & Physical Inventory

About Me

Service-driven and highly detail-oriented professional freelance organizer who works diligently to analyze the organizational needs of the client and propose effective solutions. Implementing an empathetic and creative approach to ensure that individuals, families, non-profits, and small businesses get the form and function that makes their space more peaceful and efficient. Utilizing 20+ years' experience organizing spaces, eliminating clutter, teaching others how to be well-organized, sharing management techniques, and developing systems that work long-term and are easy to maintain.

Project Range (Core Competencies)

Professional Organizer
Residential & Business

1998-Present

Committed to delivering creative solutions in transforming spaces to enhance form and function for a diverse range of clients, including individuals, families, non-profits, corporations, and small businesses for over 20 years. I have a passion for reimagining environments and designing efficient cost-effective space solutions, from private homes to business relocations and everything in between.

- Conducted thorough assessments of clients' spaces identifying inefficiencies and building organizational strategies ensuring client goals are met, and enhancing functionality and accessibility, for complete client satisfaction.
- Implemented proven organization methods, revolutionizing cluttered environments into harmonious, functional spaces, that boost productivity and well-being, significantly enhancing clients' quality of life.
- Collaborated with clients to create personalized organization systems, leading to measurable improvements in stress reduction ensuring long-term sustainability and fostering skills for ongoing maintenance.
- Guided clients through the decluttering process. Utilizing empathy and critical thinking to address clutter challenges, while providing emotional support and fostering emotional resilience and practical organization skills.
- Devised creative solutions for repurposing existing items achieving cost-effective space management, and minimizing reorganization costs while maximizing space utilization.

NOTE 1 Letters of Recommendation
Available Upon Request