



Biography

Genesis Jimenez serves as the Office Operations Manager at Kelley Kronenberg, where she orchestrates the firm's non-legal operations across all office locations. In this vital role, she oversees day-to-day operations, manages office services personnel and the firm's ambassadors, and ensures all facilities maintain peak operational efficiency and safety.

Genesis works closely with various departments including HR, IT, Marketing, and Accounting to implement strategic initiatives, while also managing vendor relationships, coordinating office moves and upgrades, and maintaining standardized policies and procedures across the firm's locations.

Genesis built her career foundation in the dynamic world of international retail, where she developed extensive operational and leadership experience. Starting in sales, she refined her customer service expertise while contributing to merchandising and visual display initiatives. Her demonstrated capabilities led to advancement into management, where she took on broader operational and administrative responsibilities, including team supervision and business relationship management. Genesis joined Kelley Kronenberg as the Ambassador for the firm's headquarters, where her exceptional client service skills and operational acumen paved the way for her progression to her current leadership position.

Genesis obtained her associate's degree from Broward College, after which she pursued her bachelor's degree in public relations from Florida International University.

She is fluent in Spanish.