

Jerie Beireis

Business Management

Results-driven Business Management professional with 1 year of experience in optimizing organizational processes, improving overall efficiency, and driving business growth. Adept at identifying operational challenges and implementing effective solutions, while demonstrating excellent communication, analytical, and problem-solving skills. Proven ability to establish strong relationships with clients and stakeholders, fostering a collaborative work environment. Committed to continued professional growth and development to enhance organizational success.

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123 Maple St, Indianapolis, IN
46204



Education

Master of Business Administration in Business Management at Indiana University Kelley School of Business, Bloomington, IN

Sep 2017 - May 2022

Relevant Coursework:
Strategic Management,
Marketing, Finance,
Operations Management,
Business Analytics, Human
Resources Management,
Entrepreneurship, Project
Management, and Business
Ethics.

Links

[linkedin.com/in/jeriebeireis](https://www.linkedin.com/in/jeriebeireis)

Skills

QuickBooks proficiency

Salesforce mastery

Trello expertise

Asana competency

Microsoft Office fluency

Google Analytics acumen

Slack adeptness

Employment History

Business Manager at Indiana Business Advisors, IN

May 2023 - Present

- Successfully increased annual revenue by 25% in the first year, resulting in an additional \$500,000 in profits for Indiana Business Advisors.
- Implemented a new client acquisition strategy which led to a 40% increase in new clients, expanding the company's portfolio by over 50 new businesses within two years.
- Developed and executed a streamlined operational process that reduced overhead costs by 15%, saving the company over \$200,000 annually while maintaining high levels of customer satisfaction and employee productivity.

Assistant Business Manager at Katz, Sapper & Miller, IN

Sep 2022 - Mar 2023

- Successfully increased overall client satisfaction by 25% within the first year by implementing efficient project management strategies and streamlining communication processes between departments.
- Managed a team of 10 professionals, resulting in a 15% increase in productivity and a 20% reduction in project completion time, ultimately contributing to a 10% growth in annual revenue for the firm.
- Identified cost-saving opportunities and implemented budget optimization measures, leading to a 30% reduction in overhead costs and an 8% increase in net profit margins over two years.

Certificates

Project Management Professional (PMP)

Sep 2021

Certified Business Analysis Professional (CBAP)

Mar 2020

Memberships

Association for Business Process Management Professionals (ABPMP)

Society for Human Resource Management (SHRM)