

# 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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### 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)**