

# JESSICA CLAIRE

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## Professional Summary

Nationally recognized and award-winning Social Service professional offering more than 10 years of expertise with operating budgets under 10m. Proven history of grant management and non profit service as an Executive Director and Consultant. Inspirational veteran of public relations to deliver strong relationships to build brand recognition, support cause marketing, support cross-functional operations, and maintain corporate image. Supervise departments to maintain procedures, standards and regulations to support integrity, financial accountability. Outstanding public speaker with diverse fundraising skills. Career record of expanding membership base, cementing community relationships and raising public profile of organizations.

## Skills

- Public Relations/ Spokesperson
- Prevention Strategies
- Team Oversight
- Policy And Procedure Adherence
- Collaboration
- Compliance auditing
- Social Service Program Architect
- Marketing & Advertising

## Work History

**Consultant**, 08/2020 to Current

**Benz Communications** – San Francisco, CA

- Evaluate revenue models, process flow and train customer engagement strategies to reduce operational waste while support mission of organization.
- Identify strategic and evaluate partnerships for fund development and acquisition.
- Manage quality assurance program, including on-site evaluations, internal audits, conduct focus groups and evaluate customer surveys.
- Created financial plan for clients to serve as framework for organizing components of financial situations.
- Train and mentor department staff on policies and procedures to establish strong foundation for client development and service activities.
- Review financial materials and procedures to spot errors, inefficiencies or instances of misuse.

**Senior Art Consultant**, 09/2019 to Current

**Community Partnership For Children** – Daytona Beach, FL

- Interface as art director, collaborator, and producer to build support and presence to support donor giving.
- Organize special events to fulfill corporate sponsorship with increase of at least 50% community participation and 10% collectors.
- Increase budgets with fundraising strategies and create team to financial goals up to 2m on average for programs.
- Evaluate artist's mission meets mission of RFPs, grant funds, contracts and scope of work.
- Develop and promote corporate brand, images and identity to media and public to enhance publicity and marketability.
- Identify artist's potential to increase price point; one client increased marketability internationally and sales by more than 300%.

**Chief of Operations**, 06/2017 to 08/2019

**Amazon.Com, Inc.** – North Hollywood, CA

- Transformed production and logistics processes by aligning sales targets to meet customer needs; provided solution-oriented GTM product lines increasing rise in spending during first 6 months with 2/3 customer base.
- Spearheaded retention strategies to regain business market share, drive growth and customers satisfaction with 30% increase of annual revenue within 18 months.
- Served as spokesperson for organization and secured partnerships which resulted in record sales during last 5 years.
- Vetted 501c(3) organizations to adopt a strategic partnership and secure operational test site that could be documented by in-person visits. Resulted in increase of educational based marketing campaign with increased open rate of 30%. Gained tips for product with supported nation-wide events which enhanced brand image.
- Approved marketing and advertising materials to provide fact-based vet backed behavioral learning points to share as educational support and publicity to support corporate events and media relations; increased sales with retailers by 25%.

**Chief of Staff**, 06/2010 to 02/2017

**Haven Studio & Gallery/ Richard Duardo Studios** – City, STATE

- Planned, organized and directed philanthropic initiative to mentor emerging artists. Internship alone provided for 20 students during first 6 months.
- Increased sales by 30% within 8 months by establishing goals, overseeing performance and actively leading sales campaigns across multiple channels and technical platforms as well as Collector and Artist's, and Production support services via non profit events with sale proceeds.
- Increased profits by 25% within one year through restructure of business line and eliminated debt portfolio.
- Ensured social media content was gathered for Corporate Sponsored Artists to support community outreach marketing strategies.
- Supervised staff and implemented changes to policies and overall culture to consolidate and streamline operations; resulting in double revenue stream.
- Served as liaison for Artist-for Trauma organization.

## Education

**Bachelor of Arts: Psychology**

**University of Maryland - College Park** - College Park, MD

- Minor in Sociology and Concentration in Military Sociology
- Continuing education in [Subject]
- Professional development completed in [Subject]

## Additional Information

DETAILED WORK HISTORY of Consulting Projects across various Industries provided upon request.

PREVIOUS WORK HISTORY: Executive Director of Non Profits, Consultant to Board of Directors, Program Director architect Social Services