**JESSICA MARTIN**

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**CORE COMPETENCIES**

Relationship Building - Identify and Execute Opportunities – Professional and Confidential - Ability to Lead Through Ambiguity - Self-motivated - Lead Diverse Cross Functional Teams - Action Driven - Practiced Speaker/Presenter - Exceptional Planner and Organizational skills - Analytical with ability to Evaluate, Share and Execute

**EMPLOYMENT HISTORY**

RABBITS PANTRY – Operator - May 2016 – Current

* Recruit, hire, train, and manage all employees for Sales, Manufacturing, Quality, Café, and Healing Center
* Created Excel databases to collect and analysis data creating forecasts impacting business objectives for growth
* Identify potential clients and seek relationships for sales growth
* Manage supply chain from sourcing, ordering and managing all products and supplies for resell and manufacturing
* Oversee and manage projects from construction of facilities, product development and sourcing materials
* Create internal processes and systems for monitoring regulatory compliance with WSDA, FDA, and company standards and process improvements
* Manage all financials of payroll, manpower, and accounting for company

SEA SALT SUPERSTORE – Chief of Staff - September 2018 – August 2019

* Closely supported CEO with management of company and strategic growth while scaling
* CEO’s primary voice when not present or available
* Managed Operations and Production, increasing production and consumer outreach
* Mentored employees for career development goals and opportunities
* Negotiated contracts with current and future clients and vendors
* Analyzed data for projects to manage business goals and objectives
* Created action plans and policies for company improvements
* Identified necessary KPI’s
* Developed and maintained data collection through charting visualization
* Shared findings and data with CEO and department managers
* Implemented agile practices including daily scrums to maintain continuity

THRIVENT FINANCIAL - Community Engagement Leader, Financial Professional - April 2016 – September 2018

* Worked with regional leadership team creating innovative ideas and initiatives
* Initiated gap analysis, prepared data and communicated opportunities, project plans, and metrics to senior managers, executive leadership, and board
* Motivated Branch Operators through training, coaching, developing and influencing their activity through data collection, statistics, and positive outcomes
* Built brand awareness by igniting clients and potential clients’ interest in organization through networking and event facilitation
* Owned regional budget and allocation of funds, including execution and monitoring of expense reports
* Collaborated with Branch Operators to develop strategic business plans and execute with effectiveness for each geographic office
* Cultivated annual marketing action plan to ensure goals are achieved utilizing project management skills in risk analysis, lean practices, fishbones, in often tight deadlines and limited budgets
* Tenaciously analyzed information to derive meaning and drive strategy and tactics
* Seamlessly executed travel arrangements for self and many others

THE BOEING COMPANY – Staff Analyst and Quality Specialist - October 2011 – April 2016

* Served as Project Manager and external spokesperson for the company on highly significant matters relating to policies, quality, programs, capabilities, and long-range goals and objectives
  + Developed, maintained, and tracked project management plans and schedules. Socialized with program sponsors and leaders to ensure leadership engagement
  + Collaborated with impacted departments and SMEs to conduct a current state assessment, develop a target state solution, and perform a gap analysis for the project
  + Created solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovation
  + Conducted research, compiled and analyzed performance reports and process control statistics to continuously improve process capability
  + Established new job applications based on professional principles, theories, and concepts
  + Developed new applications for statistical tools to maintain and improve process capability
  + Strong expertise in applying flexible change management deliverables, including training, communications, and stakeholder engagement to increase end-user adoption of project implementation
  + Developed a comprehensive audit framework to perform current vs. future state gap analysis
  + Counseled SMEs from multi-function groups on development of processes, procedures and metrics to assure program, contract, customer, regulatory requirements, international standards and working agreements are deployed
* Mentored peers and other employees on career planning, educational choices, and motivational talks.
* Lead sensitive Executive initiative of discovery project, for optimizing Manufacturing and Quality
  + Developed initial optimization project to streamline operations
    - Identified SMEs, stakeholders, current processes, and end targets
  + Weekly collaboration with stakeholders on updates of projects status from identified removal of statement of work to new scopes and processes
  + Ensured adherence to product processes, quality standards, and deliverables
* Supported multiple levels of management and leadership thru:
  + Presentation development
  + Special Projects requiring data collection, analyzing, and presentation development; allowing actionable targets
  + Supported and participated in Executive leadership report outs
* Project managed cultural changes motivating 1,500 plus employees to adapt and implement change
  + Arranged offsite conference rooms and educational centers for multi shift workshops
  + Coordinated with managers on team availability and rostering
  + Designed, developed, and maintained deck for leadership
  + Scheduled leadership speaking training, dry runs, and workshop openings
  + Surveyed employees and individually supported each Director by managing emails to respond personally to employees
    - Later used these metrics to develop a cultural leadership change board
* Managed supplier quality and workflows:
  + Coordinated with suppliers and problem solved systems to identify opportunities and discrepancies in both companies’ systems and quality of product
  + Monitored and initiated action on discrepancies to identify root cause
* Managed travel and expense reports for Senior and Executive Leadership
* Managed calendaring for leaders on and off site

**TRAINING / SKILLS / AWARDS**

**TRAINING**

GROW coaching – Lean + - ISO 14001 – AS 9100 Lead Auditor Training Certificate – Project Management – Take Flight Leadership Training Program – Essentials in Leadership (Ed Wells)

**COMPUTER SKILLS**

PowerPoint - SharePoint - Project - Word - Excel - Adobe Acrobat - Oracle - Publisher - COGNOS - Access - Salesforce - Concur - Outlook - Citrix - Visio - Skype - Microsoft Office - SLACK

**AWARDS AND ACCOMPLISHMENTS**

* Quality Cup Winner
* Several Recognition Awards for successful project teams and team management
* Received PAC award for outstanding internal customer service
* Received Most Valuable Team Member award