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## Professional Summary

Experienced Procurement/  
Data manager (\$1 mil budget)

- Strong systems/metadata maintenance/optimization
- Concurrently responsible for operations & event management
- Strong relationship building & project management
- Vendor & business analysis
- Sales account management, B2B, & customer relations
- Financial analytics

Self-starting, effective, and deft team player who enjoys analysis & challenge.

## Certification

PMP Certification – expected grad. July 2023

UCLA Coding Bootcamp – expected grad. Dec. 2023

## Skills

Expert MS Office Suite

Expert Google Suite

Proficient Adobe suite

Proficient Jira

ERP Systems

Metadata Maintenance

Sales Analysis/Optimization

Metadata Maintenance

Inventory/Supply Chain Management

Publishing Industry Software:  
Edelweiss, Anthology,  
Booklog, Bookstat, BookScan

Proficient German

Strong writing &  
communication skills

# Jenny Wannier Tarzian

## Various Labs: *Data Manager* - Intermittent

2012 – Present

- Collated, organized and ran basic analysis of raw data for epidemiology labs.

## Zibby's Bookshop: *Launch Store Manager*

2022 – 2023

- Established & implemented all store opening processes including retail & inventory systems, compliance, staffing, purchasing, receiving & stock, & event operations.
- Stewardship of metadata system, accurate COG, sales tracking & analysis, etc.
- Automate/streamline importing process, reverse engineered from Edelweiss export.
- Oversaw website design with sales system integration; including data management.
- Early analysis of market needs & inventory. Recommended inventory adjustments.
- Reduced initial inventory costs by 9% from conventional stocking procedures; establish all vendor accounts & terms, optimized inventory discounts w/ delivery.
- Developed all store procedures in tandem with training/on-boarding staff of 10

## Nolo: *Associate Operations Manager*

2022

- Drafted & optimized operational flows, support resources, & metadata structure for online filing product; reporting on deadlines & targets.
- Created & maintained the variable database (metadata); legal compliancy, reconciling form/data variation between states to create robust questionnaire.
- Created content and oversaw coding updates for consumer portal and website.
- Synthesized research & data to optimize product/procedures and identify issues.
- Managed and trained project researchers, overseeing workflow and work quality.

## Flintridge Bookstore: 2007 – 2022 (Concurrent Managerial Positions):

### *General Buyer/Inventory Manager*

2016 – 2022

- Strategic sourcing to reduce inventory costs by 7.5% while maintaining availability.
- Integrated & automated buying to receiving process; oversaw receiving/returns.
- Vendor & inventory audits. Responsible for identifying & closing gaps/inconsistencies
- Increased children's sales 11% in tough market, improved buying procedures.
- Managed all supplier orders and accounts, 120-150 rotating vendors, 1m budget
- Organized & managed in-store events w/ marketing manager; 75-400+ attendees.
- Oversaw & operated all off-site fair/author events (12-20 events annually), creating & maintaining off-site hardware, software, inventory, and procedures.
- Represented bookstore at national and regional trade shows.
- Managed book & gift retail displays; coordination w/ publisher initiatives.
- Design monthly ¼ page print news ad for local paper.
- Created and updated store website and assisted with social media publicity.

### *Children's Buyer & Specialist; Inventory Manager*

2015 – May 2022

- Managed inventory and displays for the children's, toys/gift, and game sections
- Created and coordinated author visits & book fairs with local schools.
- Coordinated B2B, core literature, & giveback programs with schools.

### *Café Manager*

2012; 2017 – 2020

- Managed and trained staff of eight baristas; Supply Chain Manager

### *On-Demand Publishing Manager*

2012 – 2022

- Managed & initiated author printing, file formatting, & editorial review
- Maintained and operated the Espresso Book Machine.
- Worked on setup and opening of the store, esp. inventory

## Deep 6 AI: *Recruitment Coordinator*

2019

- Assist in recruitment, process including handling of confidential material.

## Education

### University of Colorado at Boulder (2006-2009)

- Spent final 3 years in BA program with honor status (*B.S. Biochemistry*).