

Jeff Stock

Solutions professional, US Marine Corps Veteran, & UC Berkeley graduate specializing in operational excellence, data analytics, compliance, team leadership, and global contingent workforce management.

EXPERIENCE

Upwork Inc, San Francisco, CA / Remote

Program Manager, Data Analytics & Operations

JANUARY 2020 - MAY 2022

Led a team of analysts, program admins and processes auditors.

Designed and implemented processes for data handling, analysis and reporting; daily operations; special projects; process and compliance audits.

Conducted statistical analysis to provide actionable insights, trends, and performance measurement.

Associate Program Manager, Contingent Workforce

AUGUST 2018 - DECEMBER 2019

Managed service delivery, compliance & policy adherence, data analytics and reporting for global contingent workforce program.

Increased operational efficiency ~18% by automating routine data handling, communication, and document creation processes.

Reduced inbound support requests ~7% by designing and building self-service information site for internal hiring managers using Google (Sites, Docs, Forms, Sheets, Presentations, Apps Script).

Account Executive

DECEMBER 2017- AUGUST 2018

Presented solutions and developed mutually beneficial relationships with key Fortune 500 clients by demonstrating value and services to end customers.

United States Marine Corps, Various Locations

Russian Special Intelligence

OCTOBER 2006 - SEPTEMBER 2010

Senior Russian linguist and bilingual U.S. representative for multinational training events, military exercises, and diplomatic conferences.

Intelligence lead during Conventional Forces Europe (CFE) and Vienna Document of 1999 (VD99) treaty compliance inspections across Former Soviet Republics and Western European countries.

Team Manager, Linguistics & Signal Intelligence

NOVEMBER 2001- OCTOBER 2006

Led a 7 person signals intelligence collection team in and around Fallujah, Iraq during Operation Iraqi Freedom (OIF II and OIF III).

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github.com/janton42

EDUCATION

University of California, Berkeley

- BA: Linguistics

Defense Language Institute

- AA: Russian Language
- Russian Arms Control Speaking Proficiency Course

SKILLS

Python (Intermediate)

Javascript (Intermediate)

SQL (Basic)

Linux

Looker

Asana

LANGUAGES

Russian (Full Professional)

English (Native)

Spanish (Beginner)

Mandarin Chinese (Beginner)