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JENNAE PERO

EDUCATION

Bachelor of Science **(Fall 2013)**

University of Central Missouri (UCM), Warrensburg, MO

Major: Dietetics

Kansas City Art Institute

Major: Painting

Associate Degree of Science **(Spring 2010)**

State Fair Community College (SFCC), Sedalia, MO

Major: General Studies **Minor:** Art History

EXPERIENCE

BID ADMINISTRATOR/ART DIRECTOR AT PRODUCTIVE RESOURCES LLC

October 2021 - Present

- Manage and create all marketing materials for the company including handouts, social media, logo design, etc.
- Collaborate with all departments concerning their needs within the marketing space and manage creative expectations
- Oversee and manage all creative projects relating to the company goals
- Create and manage website domains and website design/content
- Identify and track all incoming RFPs opportunities from multiple sources including government, commercial and private spaces
- Draft all responses form bid requests to the specific parameters requested including costing sheets, statements of work and ability to meet the requested goals

OPERATIONS /SOURCING MANAGER AT PROPIO LANGAUGE SERVICES

October 2017 – October 2021

- Developed and implemented a contractor compliance management system
- Managed 100% of documentation and compliance requirements for over 2000 independent contractors and ensured all documentation was current, stored accurately, and easily accessible
- Reorganized the Sourcing Department and increased the contractors onboarded monthly from 4 contractors per month to over 40 contractors per month
- Increased monthly revenue by over $15,000 within the first three months of assuming position
- Personally onboarded and trained over 600 hundred contractors
- Supervised relationships with and acted as the primary point of contact for 15 contracted call centers
- Acted as a liaison between the corporate office and 2000+ independent contractors; including developing and administering interpret surveys, and developing new policies based upon received feedback
- Oversaw all 3rd party testing agency relationships, including managing assessment orders, billing, schedule and resolving any issues that arise with multiple testing agencies
- Generated responses to numerous government RFP proposals for multiplatform interpretation services

GALLERY MANAGER AT VANESSA LACY GALLERY

January 2017 – January 2018

- Created an inventory cataloging system which included all current and previous works in the gallery for archival purposes
- Maintained the online store with current inventory

- Managed both online and in-person sales of artwork, including the distribution of commissions
- Interacted with both artists and visitors to discuss art, create interest in local artists and the gallery and, increase attendance at upcoming events
- Coordinated bimonthly events for gallery openings, as well as building and general community events
- Developed marketing material for promotion including social media post, newsletters, flyers and videos for the gallery

MANAGER AT CROWS COFFEE SHOP AND BAKERY

Spring 2015 – October 2017

- Extensive knowledge with Photoshop, Excel, Microsoft word, PowerPoint, etc.
- Expanded and oversaw the implementation of all advertisement strategies and promotion goals
- Supervised and trained new employees on customer service and shop skills/regulations
- Generated graphic design and social media content for events and new products
- Artistically enriched coffee shop via personal artwork, interior design modifications and hand-drawn graphics
- Assisted in scheduling for employees and large/catering orders for clients, including several NGOs
- Managed finances and oversaw all transactions
- Managed all café/bakery inventory and ensured all day-to-day responsibilities we completed by staff
- Responsible for positively resolving most inter-staff and inter-client concerns and disputes
- Volunteered in community building events such as in-house concerts, local competitions and fairs

MANAGER AT OLD DRUM COFFEE SHOP AND BAKERY

Spring 2013 - 2015

- Created and implemented all advertisement strategies and promotion goals
- Supervised and trained new employees on customer service and shop skills/regulations
- Generated graphic design and social media content for events and new products
- Artistically enriched coffee shop via personal artwork, interior design modifications and hand-drawn graphics
- Designed and managed employees scheduling system
- Managed finances and oversaw all transactions
- Oversaw café/bakery inventory and ensured all day-to-day responsibilities we completed by staff
- Volunteered in community building events such as in house concerts, local competitions and fairs

ARCHIVIST AT LESTER GOLDMAN STUDIOS, KANSAS CITY

Winter 2010- Spring 2011

- Archived and organized an intricate array of artwork and historical documents
- Uploaded copies of art to website for online use and cataloging
- Created graphic design for website and integrated easy to use systems for patrons
- Worked directly under museum owner to collaborate on design and artistic display

VOLUNTEER EXPERIENCE

KITCHEN COORDINATOR IN ECUADOR, SA (300 HOURS)

(May – July 2013)

- Learned valuable skills working with other cultures and languages to solve problems and achieve goals

ASSOCIATE DIRECTOR STUDENT UNTION (1456 HOURS)

(May 2011 –May 2013)

- Developed leadership and event organization skills

REFERENCES

ROB CAMPBELL
Partner at Propio LS
913-660-3635

VANESSA LACY
Owner at Vanessa Lacy Gallery
816-719-7889

KATHERINE GOLDMAN
Owner at Lester Goldman Studios
816-444-9074