

Kelly, Nathan

From: Planning Dept
Sent: Thursday, September 16, 2010 8:18 AM
To: Kelly, Nathan
Subject: FW: Entrepreneurs in Residence
Attachments: Resume - Jennifer Kelley Burger.doc

Categories: EIR Response

From: Jennifer Burger [mailto: [REDACTED]]
Sent: Wednesday, September 15, 2010 4:51 PM
To: Planning Dept
Subject: Entrepreneurs in Residence

September 15, 2010,

To Whom It May Concern:

Please find attached my resume for your review. I also invite you to view my blog at www.kelleygreenweb.blogspot.com. I am currently enjoying managing the Kamm's Corners Farmers Market which is a quarter time commitment. I am seeking an additional position that is both challenging and fulfilling. With ten years of experience in the business and non-profit sectors in myriad facets including: management, marketing, design, project management, event planning, finance, accounting, grant writing, logistics and domestic and international sales; I have a proven track record of adaptability and success.

Additionally, I believe in commitment to and involvement in one's community and have volunteered for organizations such as the Lakewood Farmers Market, One Sky, Earth Day Coalition, Big Brothers, Big Sisters, Habitat for Humanity and The Kennedy Art Center. I am currently collaborating with a number of area independent farmers markets on issues of food access, specialty crop promotion, food policy and encouraging and supporting entrepreneurial endeavors.

I have also succeeded in successfully balancing my career and continuing education. I was honored to receive the 2006 Hertzler Sociology Scholarship award for holding the highest grade point average in my program as well as exhibiting thorough understanding of complex sociological theories through application, in research and writings, to current issues and situations.

I am a highly motivated and creative woman with a strong work ethic and a desire to achieve excellence in all my endeavors. I am certain that my various skills and talents would be an asset to the City of Lakewood. Please do not hesitate to contact me as I would appreciate the occasion to further discuss my qualifications with you. Thank you in advance for your time reviewing my resume. I look forward to hearing from you soon.

Jennifer R. Kelley Burger

[REDACTED] Lakewood, OH 44107 [REDACTED]

- EDUCATION** BALDWIN-WALLACE COLLEGE, Berea, Ohio
Bachelor of Arts, May 2006, Magna Cum Laude
Hertzler Sociology Award Recipient, 2006
Major in Sociology, Focus on **Environmental Impacts.**
- Key Courses** Practicum in Public Relations and Marketing, Research Methods, Sociological Theory, Cultural Anthropology, Urban Community Life, Social Inequalities, Environmental Ethics, Environmental Chemistry, Independent Study in Ecofeminist Philosophy,
- EXPERIENCE** KAMM'S CORNERS FARMERS MARKET, Cleveland, Ohio
Market Manager, 03/2008 – present
- Coordinate weekly farmers market consisting of over thirty vendors as well as weekly artisan, chef and wellness demonstrators and ten volunteers.
 - Recruit vendors and sell booth spaces
 - Develop and implement publicity and marketing plan.
 - Compose press releases and e-newsletters.
 - Apply for and manage grant and award funds and create budget accordingly.
- NONI WORLDWIDE, INC., Mount Dora, Florida
General Manager, 06/2006 – 01/2008
- Managed independently owned imports store with five sales associates; handled scheduling, human resources, book keeping and retail merchandising.
 - Increased store sales revenue by an average of 35% over five quarters.
 - Launched e-commerce website.
 - Selected and purchased inventory with specific attention to fair trade and sustainability.
 - Reinvented store business ethic, instituting triple bottom line principals.
- ARTISAN INTERIORS, Mayfield Heights, Ohio
Design Consultant / Project Manager, 10/2005 - 6/2006
- Designed and merchandised interior and exterior spaces with attention to sustainability and environmental impacts.
 - Oversaw renovation projects, ensuring workmanship quality, budget compliance, and job completion.
 - Computerized customer database and invoices to expedite billing and handle projects, accounts receivable and inventory more efficiently.
- RUSSELL EQUIPMENT CO., INC., Twinsburg, Ohio
Executive Sales Assistant / International Account Rep., 7/2003 - 10/2005
- Managed foreign customer accounts, facilitating international logistics and letters of credit.
 - Served as direct assistant to company president, adeptly handling all correspondence.
 - Supervised computer network administration, invoicing, purchase orders, and accounts payable transactions.
 - Instituted e-mail marketing techniques.
 - Initiated and managed office recycling program.
- COMPUTER** Able to navigate web design software and quickly learn new programs. Proficient in a variety of programs including *Filemaker Pro, Word, Excel, Publisher, Power Point, Peachtree, Calyx,* and *Byte*. Experienced with both *PC* and *Macintosh* systems.