

Jenina Ramirez

BUSINESS DEVELOPMENT SPECIALIST

EXPERIENCE

Corona Chamber of Commerce
Membership Development Manager

Corona, CA
April 2019 - Present

- Create a master sales funnel that identifies prospects consisting of local businesses in industries such as higher education, health care, and manufacturing.
- Strategically plan for new membership on boarding process and retention.
- Develop presentations to strengthen membership retention and continuing programming.
- Represent Chamber at association events, government committee meeting and regional meetings.
- Advise and report to Chamber CEO, and Executive Board current membership development plan which is mission aligned.

Ramirez Consulting Group
Business Consultant

Corona, CA
Nov 2014 - Present

- Consulted with Business Owners by providing business management services to increase revenue and reduce risk.
- Advised on strategic plan for new start-ups in the legal field to generate.
- Developed policies and procedures for small business operations to increase productivity.
- Implemented standard operating documents such as; proposals, engagement letters, service agreements, and leasing agreements for clients.
- Produced new contracts, negotiations, and sales funnel for Award Winning Federal Government Contractor, as well as certification as a small business for a new market in the State of New York.
- Streamlined invoicing process for business owner by revising Salesforce CRM program.
- Advised and monitored Project Owner's contracts during mixed-used commercial construction project.
- Increased labor force 50% by negotiating new lease agreement for general contractor during residential construction project.
- Consulted with start ups like Intellectual Property Attorney with web development to increase traffic flow.
- Enhanced Estate Planning Law firm to strengthen operations by establishing database, boosted operations team experience and introduced new Spanish market increasing sales by 20%.

Bricks 4 Kidz
Business Manager

Irvine, CA
Jan 2011 - Sep 2014

- Developed a STEM educational program in the Irvine region with a geographic population of over 51,000 families with over 26,00 children under the age of 18.
- Designed and implemented successful business plan which created new relationships and business opportunities for investor.
- Recruited and trained staff resulting in maximum efficiency for consistent delivery of quality programming.
- Coached and guided a team of 25 to ensure retention of top performers.

- Crafted service agreements, engagement letters, proposals, marketing material and all correspondence to potential clients.
- Represented business at trade shows, chamber events, and educational events.
- Recruited and trained staff resulting in maximum efficiency for consistent delivery of quality programming.
- Established new training process to coach and support high performing team of instructors.
- Created master calendar for all classes, events, and camps.
- Worked with business investor to increase profits from 20% within the first quarter.
- Reported to business owner program performance which resulted in program growth requiring 26 new team members.

Augustin Egelsee, LLP
Operations Manager

Anaheim Hills, CA
Sep 2003 - Jan 2010

- Provided critical leadership skills in the design of this Orange County Special Education law firm.
- Worked closely with founding partner in all marketing efforts from planning, to strategy and implementation focused on providing quality legal services while achieving annual financial objectives.
- Developed operational standards, policies and procedures to promote process improvement.
- Led, trained, and supported the expansion of this firm from solo practitioner to a team of 10 members with an operations budget of over \$360,000.
- Collaborated with web designers, graphic designers on collateral material in alignment with current marketing trends in order to increase practice area and expand services in new jurisdictions such as Orange, Riverside, San Bernardino and Los Angeles County.
- Managed a high volume of cases and calendars for two highly regarded attorneys in the legal field of Special Education who continue to serve families in Southern California.
- Launched new technology initiatives as law practice continued to growth by implementing data storage system reducing operational cost by 15%.
- Managed full cycle of accounts receivable reporting quarterly to managing partners.
- Established human resource compliance policy and procedures.
- Developed and implemented outreach to secure community partnerships with; OC Bar Association, CHADD, Orange County and Los Angeles Superior Court Family Law Panels.

LEADERSHIP / MEMBERSHIPS

- Board of Directors for Environmental Charter Schools in South Los Angeles, California 2018 - 2021
 - Chair, Disciplinary Hearing Committee for ECS
 - Member, Facility Committee for ECS
 - Member, Equity & Diversity Committee for ECS

EDUCATION

Randolph-Macon Woman's College
 Bachelor of Arts in Political Science and Minor in Women Studies
 • Study abroad in Senegal, Africa Summer 1993

Lynchburg, VA
 June 1996

SKILLS

Computer skills: Advanced skills in Microsoft Word, Excel and Powerpoint, Suite 365, ProjectManager.com, MyCase, AbacusNext, Wealth Counsel, Salesforce, ISNetwork, Avetta, SAP Ariba

Language skills: English and Spanish (Fluent), French (Conversational)

Six Sigma: only associate level employee to be nominated to participate in the GE Capital Six Sigma Quality Program. Certified as a Six Sigma Green Belt.