# **CONTACT INFORMATION**

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# **PROFESSIONAL SUMMARY**

* Over 20 years’ experience in Business Development, Marketing, Data Analysis, Organizational Management, and Corporate Strategy for Financial and Recruiting firms, plus over 10 years’ experience with disciplined remote work policies.
* With a focus on messaging and organization, I help companies expand their brand and fortify client and employee relations, while also ensuring leaders have the high-level executive support and resources needed to achieve their “Big Picture.”
* I have excellent interpersonal skills, able to foster strong intergroup collaboration and properly engage with high profile executives, clients, and dignitaries.
* A critical thinker, I am incisive in identifying problems, implementing strategic solutions, and mitigating risks.
* My mission is simple: Advancement; help people do things better.

**SKILLS AND EXPERTISE**

* Business Development
* Business Operations
* Marketing
* Process Improvement
* C-Level Executive Support
* Senior Management
* Data Analysis
* Public Relations
* Employee Relations
* Interpersonal Skills
* Writing & Editing (+Spanish)
* Compliance
* Microsoft Office, Adobe Creative Suite

**WORK EXPERIENCE**

**Freelance Consultant**

07/2021-Present

New Orleans, LA. Operations, Accounting, Translation, PR and Hospitality consulting for start-ups, medical offices, non-profits, and family trusts. Animal Rescue Corporate Events and Fundraising Lead.

**Executive Director**

JRenaudin, L3C / Renaudin Foundation, New Orleans, LA

05/2020 – 06/2021

* **Business Operations.** Managed the day-to-day operations for several companies within the Jon Renaudin Inc. / Renaudin Enterprises family of companies including: The Renaudin Foundation, a 501(c)(3) focused on community relief assistance, BE Creative, a graphics company specializing in wide-format printing and campaign consulting, and JRenaudin, L3C, a provider of business advisory and logistics services. Strong multi-tasking skills were employed to run projects that ranged from fundraising and organizing mental health partnerships with Nola.com, serving as first point of contact and resolution coordinator for CEO, to managing on-site logistics for disaster relief GOHSEP contracts.

**Business Development Strategic Advisor**

Achieval Strategies, LLC, McLean, VA

12/2019 – 12/2020

* **Business Development.** Drive new business and marketing initiatives through integrated messaging, targeted outreach campaigns, social media and website management, increased operational efficiencies, talent sourcing, and applicant tracking system (ATS) management.

**Operations & Marketing Consultant**

Alaris Financial, LLC & Blue Sky Capital, LLC, Great Falls, VA

08/2014 – 05/2020

* **Business Operations.** Organized successful small business start-ups, consulting on corporate structure, human resources, compliance, and risk mitigation, and providing IT, research, data analysis, accounting, and internal audit services.
* **Marketing.** Expanded revenue growth by up to 30% through social media integration and website development, authoring English/Spanish press releases and customer communications, spear-heading networking and outreach campaigns, organizing event and trade show participation, and designing promotional materials and presentations.

**Chief Operating Officer**

Chesapeake Investment Services Inc., Vienna, VA

04/2004 – 07/2014

* **Process Improvement.** Restructured firm departments and re-calibrated operational processes, joining the senior management team that led the firm’s exponential growth from start-up to a premier futures broker and commodity investment manager, overseeing upwards of a quarter billion dollars in assets.
* **C-Level Executive Support.** Directly reported to the CEO and was involved in all confidential and development matters, including strategic initiatives, project supervision, budgeting, bookkeeping, scheduling, travel logistics, contract negotiations, technology migration, data management, human resources, resource procurement and allocation, sales benchmarks, and customer retention.
* **Senior Management.** From EA/CTO, rose to the role of COO within 5 years through rapid study and adaptation, creative problem solving, organized multi-tasking, sound judgement, dedicated action, and the drive for tactful negotiation to always win the “best deal”, balanced for both short and long-term objectives. Managed several cross-functional teams ranging from 5 to 15 people.
* **Data Analysis.** Doubled efficiencies in sales, internal operations, performance calculations (GAAP), and revenue collection through the quick and effective management of large amounts of data, keenly interpreting qualitative data and devising algorithms (Microsoft Excel) to analyze and report on quantitative data.
* **Public Relations.** Served as the firm’s ambassador and first line of contact, increasing trust through active and tactful communication and interpersonal skills.
* **Employee Relations.** Boosted employee morale and productivity by organizing engagement events, providing counseling and training in ethics, derivative products, sales methods, and conflict resolution, serving as liaison between executives and employees, and fostering strong interdepartmental collaboration.
* **Business Development**. Supported the increase of sales and B2B connections by over 50% by seeking out and serving as liaison for over 50 affiliate offices and potential partner brokers with the firm, matching work groups and assisting in joint endeavors.
* **Writing & Editing.** Fortified firm’s relations by co-authoring, editing, and increasing the frequency of communications with clients and employees, as well as developing clear internal procedural documents such as employment contracts, human resources guides, regulatory compliance guides, and training manuals.
* **Marketing.** Augmented firm prominence and return on marketing initiatives by strengthening messaging, authoring press releases and adverts, designing artwork (Adobe Illustrator/Photoshop), spearheading mass-mailers, improving firm’s web and social media presence, creating dynamic multi-media presentations (Microsoft PowerPoint), coordinating TV and radio appearances, handling event and trade show logistics, and conducting presentations for U.S. and international audiences.
* **Compliance.** Secured Business Continuity and Ethical Standards by revamping and maintaining firm’s Compliance and Legal department, including keeping up to date with regulatory and industry best practices, performing annual internal audits and monthly checks, conducting employee training, working closely with regulators to ensure all external audits (NFA, CFTC, FINRA) received clean bills of health, and managing legal and arbitration matters such as communication with counsel, brief revisions, document discovery, and case preparation.

**EDUCATION**

* **Bachelors of Business Administration**

Emory University Goizueta Business School - Atlanta, GA

08/1999 – 05/2003

International Business and Operations Management

* **High School Diploma**

International Escuela Campo Alegre - Caracas, Venezuela

01/1996 – 06/1999

International Baccalaureate

**ADDITIONAL INFORMATION**

* **Organized – Resourceful – Balanced.** These are the results-achieving strengths I bring into all my endeavors. I take initiative and am able to swiftly develop ethical action plans that involve problem identification, research, qualitative and quantitative data analysis, and strategic solution workshopping, while maintaining budgets, compliance standards, deadlines, and benchmark goals in mind. Strategy, betterment, and growth run on auto-pilot. I never shy away from a problem. Simply put, it can be done. And if not, we will find the next best solution.
* **Communication Is Essential.** Growing up amongst expatriate and diplomatic communities in the Americas helped me develop a solid appreciation and understanding of different cultures, their geopolitical and socioeconomic drivers, and the strategies necessary to facilitate cooperation. Excellent interpersonal skills and diversity training have been a forefront in my ability to fortify client relations and employee engagement. Naturally empathetic with a business mindset, I quickly connect, relate, and resolve.
* **Messaging Is Key.** I am naturally inquisitive and when I see an advert, rule, or strategy, my mind immediately analyzes: Who is this for? Does it Work? What would I do to improve it? Having spent my formative years with Procter & Gamble Strategy/Marketing meetings in the background, my transition into operations and financial services was seamless.
* Authorized to work in the US for any employer.
* Able to pass a background check and have references at the ready for a security clearance.