

JARED KNEPPER

BURLINGTON, VT

SKILLS & COMPETENCIES

- Excellent written and verbal communication skills
- Mastery of grammar conventions
- Extensive experience in public speaking & presentation
- High proficiency in Microsoft Office, Google Drive, Little Green Light, Square, Asana & Trello
- Expertise in social media content curation & efficacy analysis
- Savvy in the application of both design thinking and appreciative inquiry as models for innovation and effective positive change

EDUCATION

Champlain College 2015 – 2019
*Bachelor of Science,
Management & Innovation, Global Studies*
3.990 GPA
Valedictorian of the Stiller School of Business
Trustee's List (x3), President's List (x3), Dean's List (x1)

CEA Study Abroad — Paris 2018
Liberal Arts & Social Sciences

EXTRACURRICULARS

- **2019–2020 cohort member,**
Vermont Changemakers Table
- **Volunteer,**
Pride Center of Vermont
- **Director of Communications,**
Student Government Association
- **Vice President of Programming,**
CHAMP (activities & programming board)
- **Steering committee member,**
Champlain New Vision Summit
- **Student representative,**
College Council
- **Student representative,**
Diversity & Identities Advisory Board

CONTACT

[linkedin.com/in/jaredknepper](https://www.linkedin.com/in/jaredknepper)

PROFESSIONAL EXPERIENCE

Generator || Burlington, VT July 2019 – present
Development Coordinator & Strategic Projects Specialist

- Identify, build, and steward relationships with individual donors, corporate sponsors, and granting foundations
- Collaborate with the Executive Director and the Board of Directors' Development Committee to create and execute a fundraising strategy and annual development plan
- Engage a wide variety of strategic operational initiatives and new program development to maximize the efficacy and efficiency of business systems and practices
- Initiate and develop strategic partnerships to advance programming and earned income

Discover Jazz Festival || Burlington, VT May 2019 – June 2019
Merchandise Manager

- Manage merchandise inventory and its distribution across festival store and pop-up locations, curating store layouts to maximize sales
- Distribute cash banks & collect cash receipts for deposits & artist payouts
- Create and maintain spreadsheets with cumulative daily sales data
- Troubleshoot clerical and technical issues for sales staff

Logic Supply || Burlington, VT January 2019 – May 2019
Sales Operations & Account Support Intern

- Usher orders and projects through the sales cycle, consistent with customer & company expectations, recording details in the company's enterprise resource platform in a timely and efficient manner
- Serve as liaison between Sales, Engineering, Product Management, and other cross-functional teams to support sales
- Run forecasting reports and help manage a diverse database of customers

ECHO Leahy Center || Burlington, VT October 2018 – December 2018
Management & Innovation Intern

- Evaluate & analyze organizational structures and systems for innovation opportunities
- Collaborate with various departmental leaders to leverage design thinking in individual department projects & initiatives
- Assist an assortment of human resources & development functions

Champlain College || Burlington, VT January 2016 – August 2017
Social Media Assistant

Selected from institution-wide pool (700+ candidates) as honoree for "Excellence in Communication" for work done in this role

- Create and schedule both written copy and visual content (Facebook, Twitter, Instagram)
- Provide live coverage of campus events (Twitter, Instagram, Snapchat)
- Prepare analytics spreadsheets and reports to track changes in user engagement and content reach