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| Jennifer Vallens [www.offdarook.com](file:///C%3A%5CUsers%5CJennifer%5CDownloads%5Cwww.offdarook.com) | 1605 Wellington PlaceWestlake Village, CA 91361(818) 674-2006, jmvallens@gmail.com |
| EXECUTIVE PROFILE |
|  I am a marketing professional with a passion for anything creative. I have experience in promotions, brand development, creative design, marketing planning and operations. I established a scholastic chess organization *Off da Rook* which organizes local chess events and includes a chess newsletter and website. |
| SKILL HIGHLIGHTS |
| **MARKETING & PROMOTIONS*** Logo and Website Design
* Brand Management
* **Sweepstakes/coupons/rebates/contests**
* **Newsletter copywriting**
* **Print Production**
* **Concept Development**
* **Strategic Alliance**
* **Public Relations**
* **Social Media Management**
* **Communications**
 | **ACCOUNT MANAGEMENT and HUMAN RESOURCES*** Employee Relations
* Benefits & Insurance
* **Compensation**
* **Recruitment and Selection**
* **Solicit New Business**
* **Competitive Analysis**
* **Manage a Team**
* **Training and Development**
* **Build and Maintain Relationships**
* **Project Management**
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| PROFESSIONAL EXPERIENCE |
| MEGATRAX PRODUCTION MUSIC Human Resources Director 6/98-2/04THE GUILD GROUP Marketing Account Manager 4/96-2/98WARNER BROS. - WARNER HOME VIDEO Promotions Coordinator 1/94-4/96 |
| CHESS EXPERIENCE |
| * USCF Certified Level 1 Chess Coach.
* Hired by Conejo Valley Parks and Recreation to teach Beginning Chess at three local elementary schools.
* Run Westlake Wizards Chess club at local elementary school
* Write quarterly chess newsletter covering major USCF tournaments and interviews with top chess grandmasters.
* Designed and maintain two chess related websites [www.offdarook.com](http://www.offdarook.com) and [www.blindfoldchesschampion.com](file:///C%3A%5CUsers%5CJennifer%5CDownloads%5Cwww.blindfoldchesschampion.com)
* Organize several scholastic chess events throughout the year including chess camps and both scholastic and USCF rated tournaments.
* Currently organizing Blindfold Chess World Record event for chess grandmaster including marketing and fundraising efforts.
* **Design marketing materials for the American Chess Academy and assigned photographer for ACA/Metro Chess Camp.**
 |
| EDUCATION |

**BACHELOR OF ARTS DEGREE, COMMUNICATIONS**

California State University, Dominguez Hills

**HUMAN RESOURCE MANAGEMENT CERTIFICATE IN ADVANCED PROFESSIONAL DEVELOPMENT**

California State University, Northridge