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| Jennifer Vallens  [www.offdarook.com](file:///C:\Users\Jennifer\Downloads\www.offdarook.com) | 1605 Wellington Place  Westlake Village, CA 91361  (818) 674-2006, [jmvallens@gmail.com](mailto: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** |
| PROFESSIONAL EXPERIENCE | |
| MEGATRAX PRODUCTION MUSIC Human Resources Director 6/98-2/04  THE GUILD GROUP Marketing Account Manager 4/96-2/98  WARNER 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:\Users\Jennifer\Downloads\www.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