



# JEANNIE ZINDLER-MILES

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Cypress, TX

## SUMMARY

I'm a self-starter with a witty personality and a positive attitude. I have an aptitude to build and preserve relationships. Being flexible and hyper-organized aids me in outperforming in fast pace & stressful environments.

I have eleven years of global supply chain experience working for the largest construction company in the United States. My background in business development, procurement, event planning, office management, and sales provides me with a multitude of skills and an ample contact list.

[JeannieZMiles](#)

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[Jeannie.Miles.94](#)

## EDUCATION

### Lonestar College

Business & Entrepreneurship  
2003

### Houston Community

Merchandising  
2004

## SKILLS



## STRENGTHS

- Analytical
- Brand & Content Mgmt
- Communication
- Complex Problem Solving
- Contract Negotiation
- Creative Writing
- Critical Thinking
- Interpersonal
- Layout Design
- Networking
- Organization
- Project Planning
- Scheduling
- Social Media Platforms
- Team Building

## WORK EXPERIENCE

### Marketing/Business Development/Executive Assistant | eStudio - Houston, TX | Dec 2018 - March 2020

- Manage the proposal development process and specifically tailor materials per each RFP/RFQ's requirements.
- Create high quality proposals and qualification packages using Adobe InDesign and MS Word.
- Develop content library including baseline language, firm strategies and strengths, project sheets, and resumes.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval, entering and monitoring data, coordinating requirements with contributors, communicating proposal status information at review meetings, desktop publishing and producing proposals.
- Participate in pre-proposal strategy meetings, proposal kick-off meetings, client interviews and presentations.
- Attend bid meetings and networking events to identify and track new business opportunities.
- Design marketing material such as brochures, qualification package, business cards, and flyer.
- Apply and maintain certifications (MBD, SBE, DBE, ACDBE, and HUB) in multiple cities and states.
- Uphold social media platforms by creating engaging content for firm's Instagram and LinkedIn.
- Coordinate philanthropic, continued education, and monthly team building events.
- Plan extensive itineraries, arrange flights and hotels for domestic and international travel.
- Introduce a travel management company to cut cost and create a more comprehensive travel platform.

### Qualification Coordinator/Procurement Administrator | Bechtel - Houston, TX | Oct. 2007 to Jul. 2018

- Confirm suppliers are financially capable to support Purchase Order and comply with safety/quality standards.
- Expedite material requisitions and compare companies for the purpose of hire.
- Compile and analyze information for studies and create staffing plan's with mathematical functions for reports.
- Design project templates, procedures, flowcharts, presentations, org charts, distribution lists, and rosters.
- On-board employees, setup payroll, badges, work stations, network drives, and assign training seminars.
- Outline space configurations, design floor plans, and facilitate moves for the and field offices.
- Ensure receipt of material, certifications, warranty, back charge payments, and completion of technical scope.
- Head of camaraderie committee, organize monthly team building events and creating engaging weekly emails.
- Coordinate conferences, training seminars, luncheons, and corporate and departmental events based on commitments, budget, and priorities, including annual company Christmas party (3000+ attendees).
- Train and develop administrative staff on project procedures, data entry, Microsoft Suit, and general tasks.

### Business Development/Freelance Representative | Vincent Longo - Houston, TX | Dec 2006 - Oct 2007

- Lead, coach, and manage Inside Sales Reps and Managers to develop and meet monthly sale's targets.
- Boost retail sales by 40% my first 6 months by expanding retail space and generating new business.
- Define and develop business processes and procedures as well as identify areas for process improvement.

### Manager/Business Development | Salon Vendome - Houston, TX | Nov 2004 - Dec 2006

- Boost salon productivity by introducing an innovative computer software system that tracks product sales, salon treatments, appointments, and employee's hours.
- Implement marketing and branding by setting up social media accounts, creating attractive packages and flyers, hosting networking events to generate new business and create contacts with other companies in the beauty industry, and coordinate vendors workshops.
- Develop contracts, terms and conditions processes, and designed company handbook and guidelines.
- Perform invoice approval, reconciliation, payroll functions, balanced finances, and perform nightly deposit.
- Hire, train, develop and appraise staff as well as unite all team members.
- Conduct competitive bidding and negotiations of rates and discounts.

## VOLUNTEER EXPERIENCE

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### **Free the Captives & Elijah Rising | Current**

- Help spread the word to end human & sex-trafficking via social media outreach and attending monthly meetings
- Volunteer & Participate in events (5k runs, fundraising, festivals, etc.)
- Participate in outreach

### **Various Animal Rescues | Current**

- Assisting with safe captures, re-homing, & fostering
- Help animals find their forever home using social media

### **HUB – Young Adults with Asperger Syndrome | 2014 - 2016**

- Organized monthly activities for young adults thriving with Asperger between the ages of 20 – 30 years old
- Provided care, friendship, and counseling

### **Raj Hope Foundation | 2012 - 2015**

- Coordinate goods & services for silent auctions
- Chaperon domestic events and out of town trips and Photograph special events

## PROFESSIONAL REFERENCES

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### **Kevin Shumbera | eStudio | Principal | 1.5 yrs.**

P: (281) 732.9698

E: [kshumbera@estudiogroup.com](mailto:kshumbera@estudiogroup.com)

### **Jake Norrholm | eStudio | Project Manager | 1.5 yrs.**

P: (832) 215.5123

E: [jnorrholm@estudiogroup.com](mailto:jnorrholm@estudiogroup.com)

### **John Bellian | eStudio | Director of Architecture | 1.5 yrs.**

P: (832) 727.9498

E: [jbellian@estudiogroup.com](mailto:jbellian@estudiogroup.com)

### **Rob Marks | Bechtel | Procurement Project Manager | 11 yrs.**

P: (713) 235-3390

E: [rmarks@bechtel.com](mailto:rmarks@bechtel.com)

### **Cheryl Hughes | Bechtel | Project Administrator | 2 yrs.**

P: (713) 277-4462

E: [chughes3@bechtel.com](mailto:chughes3@bechtel.com)

## PERSONAL REFERENCES

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### **Kara Hill Gianni | Senior Valuation Associate at Commercial Real Estate Agency | 19 yrs.**

P: (281) 744-2048

E: [kara.gianni@cbre.com](mailto:kara.gianni@cbre.com)

### **Billy Lucas | Owner of Lucas Craftsmanship | 5 yrs.**

P: (713) 864-2510

E: [billy@lucasci.com](mailto:billy@lucasci.com)

### **Gina Rotolo | Director of Artist Relations and Business Development at MGM Resorts | 16 yrs.**

P: (832) 368 - 6233

E: [gina@ginarotolo.com](mailto:gina@ginarotolo.com)