

JENN RALEY MILLER

Management & Communications Specialist



Jenn Raley Miller is driven to help organizations achieve excellence in the following areas:

- managing human resources (staff and volunteers)
- developing efficient processes, procedures, and systems
- communicating effectively with all stakeholders
- using the right kinds of technology to accomplish identified goals

Jenn has been involved in the non-profit sector since 1989. Over time, she has served in a wide range of roles: volunteer, donor, staff member, board member, and co-founder. She has worked with organizations of all sizes and types, making a difference in causes from poverty to the arts to animal welfare.

She comes to *do good* with a deep understanding of staffing and “people management” issues, with over four years of in-the-trenches human resources experience. Jenn has managed all aspects of the employee lifecycle and has faced issues across the full spectrum of human resources management.

In 2003, Jenn co-founded a non-profit organization in Boston, MA, to provide services to international professionals and students in the U.S. She also previously served as Communications Chair for the founding board of her alumni group, the Georgetown Theatre Alumni.

Prior to her career shift into human resources, Jenn spent six years as a web developer, primarily for non-profits and small businesses. As a result, she has deep and broad expertise in implementing web, database, e-marketing, and design projects. Her diverse skill set also includes communication, project management, and business process analysis.

Jenn grew up in Fresno, CA. She has a Bachelor of Science from Georgetown University. She has lived in Washington, DC; Boston, MA; San Diego, CA; and now resides in Champaign. She is proficient in Spanish.

Professional Experience

Department of Homeland Security, US- VISIT (2008-09)

Washington Animal Rescue League (2007-08)

Community Technology Centers' Network (2006-07)

Children's Physician Management Services (2006)

San Diego IHSS Public Authority (2004-06)

Logos Services (2002-05)

Verami, Inc. (2002-04)

WIDE World, Harvard Graduate School of Education (2000-02)

Business Information Network (1999-2000)

Office of Student Financial Services, Georgetown University (1994-99)

Select Service Profile

Washington International Church, Lay Leader (2007-09)

People Without Borders, ESL and Computer Teacher (2007-08)

Mass for Clark, Webmaster (2003-04)

**Newton Presbyterian Church, Young Adults Steering Committee Leader
(2002-03)**

Georgetown Theatre Alumni, Communications Chair (1999-2003)

**People Without Borders, ESL and Computer Teacher, Web Diva,
Bookkeeper (1998-2000)**

Georgetown Players, Technical Director (1997-98)

**Mask & Bauble Dramatic Society, Sales Director (1995-96),
Director (1997), Producer (1998)**

Relevant Training and Certificates of Achievement

**7 Steps to Investigate Alleged Employee Misconduct,
Brightline Compliance (2007)**

Intro to CA Workers' Comp, Lorman Education Services (2005)

**Hiring to Separation, A "Soup to Nuts" Guide,
Lorman Education Services (2005)**