

Jen Vermet

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SUMMARY OF QUALIFICATIONS

Online Writer and Project Manager with experience working in a top 10 management consulting firm as well as a bootstrapped startup. Produced over 50 podcasts on a tight timeline while on an international team. Experience with rich storytelling across platforms including videos and graphics. Passionate about how online education is democratizing opportunities across the world to breed entrepreneurs. Love for lifelong learning, teaching, ideas, and inspiring new experiments.

Relevant Qualities

Innate Curiosity | | Active Listener | | Self-directed Learn-it-all | | Relationship Driven

RELEVANT EXPERIENCE

JENVERMET.COM - Remote *Writer*

November 2019 - Present

- Publishes weekly [Letters from a Learn-it-all](#) (102 issues) curated with discoveries from adventures in Hawaii, asking questions on life, and quotes to inspire creativity for the lifelong learning community
- Created efficient, systemized content templates and workflows using Roam Research networked thought tool to successfully organize information and execute publication consistently

WRITE OF PASSAGE – Remote

November 2019 - Present

Mentor Teacher and Student

Online school that accelerates your career by the craft of writing online

- Facilitated weekly sessions upskilling a range of diverse students with tools to write online, coach with feedback, build websites and launch newsletters

DELIVERY ASSOCIATES - Remote

March 2021 - Present

Social Impact Consultancy that partners with governments around the world to make change happen

Marketing Manager

- Organized content calendar across Twitter and LinkedIn with different client campaigns
- Wrote and shared over 52 employee spotlights to increase candidate searchability

IXPERIENCE – Waikiki, O'ahu

June – August 2021

South African education startup where college students gain professional skills and experiences abroad

Operations and Community Manager

- Communicated with Cape Town executive team through Zoom calls and asynchronous reports of each of the 35 student's housing, health (including Covid cases), safety, and discipline
- Created mindfulness community to educate students on mental health practices of journaling and meditation

ASTUTELY – Remote

October 2020 – June 2021

Media agency that provides B2B companies with content marketing and podcast production

Marketing Manager

- Ghost wrote and produced over 50 podcast episodes across two seasons of Subject Matter on empathetic leadership distributed on Twitter and LinkedIn platforms

KORN FERRY – Chicago, Illinois

July 2019 - April 2020

A global organizational consulting firm that specializes in recruitment, staff retention, and leadership development

Leadership Development Project Manager and Learning Committee Leader

- Managed \$900K+ in projects for diversity workshops with key client stakeholders, including upskilling facilitators on Zoom, managing participants, assessments, report delivery, interviews, and logistics fulfillment
- Started an office newsletter with weekly professional development career spotlight interviews to form community and improve collaboration across the Chicago office

EDUCATION & LEADERSHIP

Bachelor of Science in Business – Miami University

May 2018

Marketing Chair - Miami University Club Swim Team

- Promoted and organized social events and away swim meets that grow the team size by over 50%