

Jennifer C. Jerez

Senior Manager

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Jennifer Jerez is a Senior Manager with Chess Consulting LLC and leader of the operations team. She has over 16 years of experience working closely with key stakeholders to identify and achieve organizational goals. Jennifer focuses on continuous improvement, minimizing risk, and fostering a positive, inclusive working environment. Her current responsibilities include managing talent acquisition, performance, and other human capital matters; assisting with marketing and professional development; and overseeing staffing, office management, and IT. Prior to Chess Consulting, Jennifer worked at two international professional services firms in various operational and support roles.

Professional Experience

- Jennifer manages all aspects of the talent acquisition life cycle, from planning and sourcing to screening, hiring, and on-boarding. She meets the firm's recruiting needs by working directly with candidates as well as with university career services and recruiters.
- Jennifer administers the firm's performance management, including its mentoring program. In this role, she requests and monitors formal feedback, conducts quality checks, assists with benchmarking, and creates and updates evaluation forms. Additionally, she facilitates coaching, goal setting, and improvement plans.
- Jennifer formulates and updates various human resources policies, procedures, and related documentation. She also advises on compliance matters and manages the firm's relationship with a national benefits provider.
- Jennifer assists with the marketing function, providing copyediting and proofreading services, designing layouts, and upholding brand standards. In addition, she drives social media strategy, activity, and content generation.
- Jennifer takes part in the firm's learning and professional development program. She leads the creation, selection, and delivery of courses regarding compliance and soft skills while also identifying appropriate industry learning opportunities. In this role she also approves new certifications, oversees license renewals and compliance, and manages relationships with relevant vendors.
- Jennifer is responsible for hiring, training, and supervising the operations staff. They work closely together on many matters, including company communications and planning events that range from large semi-formal parties and team-building activities to professional sports outings and charitable days of service. As needed, Jennifer also provides guidance on staffing, office management, and IT.

Education

George Mason University, B.A., Psychology; Concentration: Work and Organizational Psychology

Professional Affiliations

- Society for Human Resource Management (SHRM)
- Society for Industrial and Organizational Psychology (SIOP)
- Virginia Association of Colleges & Employers (VACE)