

JEREMY ZELLER

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EXPERIENCE

Ameriprise Financial, Calabasas, Calif. Feb. 2021 – Present

Office Manager

- Payroll and Benefits Administration
- Oversee admin staff and liaise with all departments for smooth workflows
- Work with COO to develop SOPs and guide company operations

Get Benefits Insurance, Thousand Oaks, Calif. May 2016 – Feb. 2021

Marketing & Operations Director

- Develop, create and implement marketing campaigns for a mid-size insurance agency, including trends and analytics
- Oversee staff, HR and commissions processing

Ventura County Star, Camarillo, Calif. Jan. 2008 – May 2016

Specialties Editor

- Story editor for weekly and annual niche sections in print and online
- Assign, write, edit, layout and publish stories; oversee a writing staff of nine
- Create and maintain web presence for department sections and magazines

EDUCATION

University of Calif., Santa Barbara – Bachelor of Arts, Sociology 2009 –2011

- Reporter – Daily Nexus, The Bottom Line
- Internship - Newshawk

Moorpark College – Associate of Arts, Journalism 2006 –2009

- Editor, Managing Editor – The Student Voice
 - o 1st place awards in critical review, multimedia feature - Journalism Assn.
- Internship – The Acorn Newspapers

VOLUNTEER

Conejo Players Theatre – Board Member 2013 – Present

- Positions included Facilities Director, Technical Director, Treasurer
- Produce shows and direct Improv troupe
- Fundraising gala, nominating and construction committee member

SKILLS

Payroll, AR/AP, Quickbooks, Salesforce, HRIS, California Labor Laws, Outlook, Word, Excel, AP Style, WordPress, HTML and CSS, Adobe Creative Suite, Pro Tools, Airtable, Twitter, Google Trends.