

Jennifer L. Berz

CONTACT

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Address: 6220 E. Brainerd Rd
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EDUCATION AND TRAINING

University of TN, Knoxville
Communication: Advertising
1983-1988

Road Runners Club of America
Certified Race Director

Interactive Fitness Trainers of
America Certified Instructor

Leadership Chattanooga, 2007

PROFESSIONAL MEMBERSHIPS

COMMUNITY SERVICE

Chattanooga Hamilton County
Family Justice Center

Chattanooga Mayor's Council for
Women: Policy Conference
Leadership Team,
Co-Chair Fitness Workgroup

MidTown Connect Board

City of Chatt. Fitness Instructor

Chattanooga Area Chamber of
Commerce: Past President –
North Chattanooga Council

Tennessee Economic Council on
Women Advisory Council

City of Chattanooga Multicultural
Affairs-Volunteer

Chattanooga Track Club-Past
President and Race Director

Tennessee Human Animal League-
Board of Directors

Kaboom Playground Build
Planning Committee - Tyner
Community Center

CEO – PRIVATE DISPUTE RESOLUTION SERVICES, LLC, 2000-PRESENT

- Oversee service delivery and financial accountability
- Manage training and continuing education programs
- Oversee corporate accreditation and grant management
- Direct corporate marketing, public relations and outreach

ASSISTANT EVENT DIRECTOR – MAGIC SPORTS, USA, 2010 - PRESENT

- Coordinate event permitting and vendor services
- Assist with supervision of event implementation
- Manage volunteer engagement and on-the-ground service delivery
- Community outreach

SR CUSTOMER SERVICE REPRESENTATIVE – ARNOLD PALMER GOLF Co., 1996-2000

- Provided on-the-ground support to sales force
- Served as liaison to U.S. and International accounts and vendors
- Monitored and evaluated customer service performance
- Conducted annual sales presentations for new and existing clients
- Developed and administered training for new employees

GIRLS SCOUTS OF MOCCASIN BEND COUNCIL 1991 – 1995

DIRECTOR OF TRAINING SERVICES

- Coordinated the adult training program
- Recruited and trained volunteer staff
- Developed troop leader training curriculum
- Served as a Council Trainer

PROJECT COORDINATOR – APPALACHIAN PROJECT

- Promoted community awareness in special population areas
- Developed programs to better serve girls in special population groups
- Expanded program presence to rural, underserved areas

MEMBERSHIP SERVICES MANAGER

- Designed and implemented troop leader and girl recruitment plans
- Provided support services to volunteers in nine counties
- Fostered relationships with community organizations

ACCOUNT EXECUTIVE – EXPRESS FULFILLMENT SERVICES 1990 – 1991

- Served as a client liaison
- Monitored and reported client operations
- Coordinated distribution schedules and product availability
- Conducted new product presentation