

# Jeremy Oliver Ronceros

## Director, Operations



### Expertise

- Proposal Writing
- Analysis
- Organization
- Streamlining + Modernization
- Event Planning + Hosting

### Education

- Chapman University, Film Editing
- Oxford Academy, ESL Teaching Certification

### Bio

Jeremy Oliver-Ronceros is the Director of Operations at DoGoodery. He owns the company's administrative processes, creating organized and functional systems to serve the needs of the team and their clients. He is the team cheerleader and loves to develop protocols and processes to help DG run more efficiently and productively.

Jeremy has worked in an array of different fields but has always felt himself being pulled back to altruism and helping make the world a better place. At 18, started and ran a nonprofit which helped low-income clients get family law paperwork done at little to no cost. Later, he helped co-found and create the party invite app Feasty, which allowed hosts to send video invitations to throw a party to benefit nonprofits, using an embedded donate button within the video.

Organization, analysis, and out-of-the-box thinking has allowed Jeremy to grow ideas and companies for two decades. A Los Angeles native with ethnically diverse parents, he currently lives in North Hollywood with his husband, Nick, and their dog, Gigi.

## Director of Operations, DoGoodery

**April 2021 - Present**

- Develop and implement policies and procedures to improve operations, streamline processes, and modernize functionality of the company.
- Initiate and coordinate client projects and deadlines, assisting in new client contract creation and proposal writing.
- Create and manage the organization of administrative files such as the team directory, employee forms, expense reports, client list, and the DG shared drive.
- Maintain budgets by tracking and analyzing expenditures and transactions across the DG ecosystem; aggregate data to perform job costing analysis for DG projects.
- Developed and continually maintain the DoGoodery Workflow & Workstream.
- Assist in the onboarding process of new hires and interns.

## Operations Manager, NoHo Hair Salon

**January 2013 - April 2021**

- Began employment as the Social Media, Marketing, and Advertising Consultant, was elevated to Manager, and eventually Operations Manager over the course of his first three years.
- Managed day-to-day operations, including client relations, crisis management, bill paying, inventory management, and data management and analysis, and future projections.
- Developed, created, and maintained analysis spreadsheets for AR/AP, client data, and stylist performance and retention.
- Modernized and streamlined operational processes reducing overall expenses by 25% while increasing revenue by 250%.
- Represented the company in all media and press interviews.

## Founder & COO, Feasty - A Cause to Celebrate

**November 2014 - November 2017**

- Helped ideate, formulate, and develop the initial plans for Feasty
- Was responsible for the pivot from a website-based invitation system to a app-based video invitation system
- Managed external staff of app architects, designers, and coders, including development of user stories and workflows, as well as managing in-house Feasty staff
- Personally handled all the accounting, including annual taxes, quarterly reports, bi-weekly payroll, profitability analysis, and projections
- Designed and implemented User Acceptance Testing protocols
- Networked at events, connected with directors of charities, and on boarded 501(c)3 companies onto the platform
- Maintained and was lead writer for the Feasty companion blog, A Cause to Celebrate, authoring over 18 articles