

Michelle Jurgenson

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QUALIFICATIONS SUMMARY

Results-oriented professional with robust educational background and ability in driving successful business operations and facilitating improved efficiency and performance.

- ▶ **Business Development & Growth:** Dedicated professional with strong capabilities in ensuring optimal business performance and instituting and executing process improvement strategies. Possess abilities in outperforming corporate sales goals, leading business development efforts, and overseeing fiscal and budget responsibilities.
- ▶ **Projects Operations Management:** Accomplished, problem-solver in delivering successful multiple projects, achieving set project targets, and conducting market research. Adept at managing project budgets and cost, maintaining all documentations, and identifying lucrative opportunities.
- ▶ **Effective Communication:** Passionate communicator with proficiencies in cultivating long-lasting relationships with internal and external stakeholders utilizing remarkable communication skills. Skilled in resolving issues, devising process improvements, and incorporating initiatives to increase productivity.
- ▶ **Key Strengths:** Resourceful and multi-tasker in exceeding expectations under pressure / time constraints with a strong focus on corporate core values. Detailed analyzer with keen expertise in recognizing company needs and assimilating to a fast moving and constantly changing environment.

EDUCATIONAL & CREDENTIALS

Bachelors Field of Study Business, (2009)

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA, THE PENNSYLVANIA STATE UNIVERSITY, State College, PA

Vice president Latino student union, varsity cross country, varsity women's wrestling, and CORE program

PROFESSIONAL EXPERIENCE

DOCUSIGN, INC., CA

Director of Business Development (2020 – Present)

Attain optimal outcomes by successfully negotiating IP licensing initiatives and directing local and global production and distribution. Perform a wide range of business development operations, such as content acquisition, partnership approaches and top-notch ancillary products. Maintain high-level accuracy while overseeing documentation of content rights and monitoring distribution status in an efficient manner.

Selected Contributions:

- Increased company efficiency by expeditiously publishing third party mobile and administering developer relations while leveraging strong professional expertise.
- Collaborated with Finance, Legal and Marketing departments by spearheading the establishment, negotiation, and implementation of profitable agreements with international and domestic partners.

UBS WEALTH MANAGEMENT, Menlo Park, CA

Director of Licensing and Acquisitions (2018– 2020)

Realized company set goals by gathering exceptional content for multiple game websites and staying under the budget in liaison with effective initiatives and strategic management programs. Supervised tracking, consolidating, and coordinating of acquisitions and licensing deal and delivering world-class process improvement strategies.

Selected Contribution:

- Enhanced game site operations by acting as a Transition Team Director for two main game site acquisitions, executing numerous enterprise initiatives, and handling policy and planning activities.

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WACHOVIA SECURITIES FINANCIAL NETWORK, PALO ALTO, CA

Game Licensing and Contracts Coordinator (2016 – 2018)

Leveraged robust professional expertise while directing all aspects of Game Licensing and generating evaluating and approving all contracts. Generated seamless execution of operations by acquiring game license, liaising with multiple stakeholders and providing professional development training to staff. Improved efficiency of contract review turn-around time by implementing cost-saving initiatives and monitoring contract statuses.

WELLS FARGO ADVISORS, PALO ALTO, CA

Content Acquisitions (2014– 2016)

Developed content strategy driven by performing thorough data analysis and determining customer preferences and market dynamics. Managed and optimized content budgets and drove continuous improvement initiatives while collaborating with staff member.

Selected Contribution:

- Augmented company productivity by developing first-class content acquisition strategies and ensuring relevant and consumer-driven content.

Senior Registered Client Associate (2012 – 2014)

Provided hands-on administrative assistance to management by maintaining customer account information and managing special projects and urgent account operations. Streamlined company operations by overseeing paperwork and developing customer financial plans. Cultivated and maintained strong relationship with customer by delivering exceptional services, such as resolving clients' queries and identifying and meeting targets.

NICKELODEON, GREATER NEW YORK CITY, NY

Registered Sales Assistant (2011 – 2012)

Derived desired results by identifying lucrative opportunities or strategies, assisting in stocking products, and creating attractive displays and layout. Ensured smooth workflow by updating financing report daily and reporting discrepancies and problems in accordance with company standards.

Selected Contribution:

- Increased company sales by handling up-selling and cross-selling procedures, employing top-level sales strategies, and replenishing inventory levels

DEFY MEDIA, San Francisco Bay Area, CA

Registered Sales Assistant (2010– 2011)

Identified and maintained down-the-line adherence to SEC and FDIC policies by leading and performing detailed auditing of agency activities' Facilitated Fund Companies and Individual estate in realizing targets and ensured proper investment of customer funds by reporting quarterly, conducting in-depth evaluation, and highlighting best-in-class options for consideration.

Selected Contribution:

- Played an integral role in managing portfolios starting at 5MM by efficiently formulating and implementing productive strategies and leveraging new business opportunities.