

JENNA WOLFENSON

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PROFESSIONAL EXPERIENCE

AEPNUS TECHNOLOGY, INC, Berkeley, CA

May 2023 – Jun 2024

Seed stage startup developing electrolysis technology to decarbonize the chemical manufacturing industry

Senior Business and People Operations Manager to Founders

Launched the business operations function for Aepnus as employee #3, growing the team from 5 to 11. Played a key role in shaping the company's mission and vision, aligning processes with long-term goals, and cultivating a culture of collaboration. Worked closely with the founders to develop and refine internal operations, transitioning the product from pilot to demo scale. Implemented organizational structures and systems to optimize efficiency and foster innovation. These contributions were instrumental in establishing the foundation for Aepnus's future success.

Owned and streamlined hiring process and comprehensive onboarding procedures to ensure consistent evaluation of candidates and their readiness to contribute effectively from day one

Implemented an organized team structure and essential systems to synchronize efforts around core objectives and initiatives

Led project management initiatives establishing office/lab infrastructure and a website overhaul following seed-round funding

SPHERE ENTERTAINMENT CO., Burbank, CA

Jul 2022 – Mar 2023

First-of-a-kind immersive entertainment venue

Senior Business Operations Manager to President

Partnered with executive leaders to define and strengthen Sphere's business strategy, and supported the creation of marketing, communication, and media plans for executive reviews. Developed an organizational operating system to facilitate leadership meetings and strategic reviews, ensuring effective reporting on KPIs. Synthesized weekly Commercial updates from multiple departments into a cohesive report shared with senior leadership. Created materials to streamline onboarding for new hires.

Increased team size by 400%+ in six months driving the hiring processes and amplifying recruiting effectiveness

Defined key meetings and reviews necessary to advance work and track team progress

Improved team capacity and output speed by building standardized templates, outlines, and guides

CRUISE, San Francisco, CA

May 2018 - Jun 2022

Autonomous vehicle company transforming the ridehail and delivery space

Senior Executive Assistant to COO & SVP, Commercialization (Dec 2020 - Jun 2022)

Served as a key strategic partner to executives leading teams of 500+ and overseeing 24/7 operations, demonstrating problem-solving capabilities and strengths in managing complex projects and events, as well as coordinating calendars and travel plans for C-suite leaders. Partnered with team leaders to design and implement new organizational structures to support growth, addressing gaps in team efficiency and proposing improved solutions and processes. Managed internal communications, organized quarterly key offsites with internal and external attendees, and revamped weekly team meetings to focus on critical metrics, team priorities, and fostering connection.

Continually improved efficiency for executives and the business by streamlining processes and anticipating potential challenges in advance, ensuring that leaders could focus on the organization's core goals and priorities

Onboarded 200+ new hires over four years and launched an onboarding program that ensured a smooth ramp up

Boosted career favorability by coordinating small-group lunch meetings with executives and employees to discuss career paths

Executive Assistant to SVP, Commercialization (Feb 2020 - Dec 2020)

Operations Assistant to VP, Global Markets Phoenix, AZ (May 2018 - Feb 2020)

XCHANGE LEASING an Uber subsidiary, Phoenix, AZ

Jul 2016 - Mar 2018

Finance Specialist

EDUCATION & CERTIFICATIONS

Bachelor of Arts in Anthropology & Bachelor of Arts in Sustainability, Arizona State University, Tempe, AZ

Business Analytics Certificate, HBS Online (Jan 2022 – Mar 2022)

Maximizing Team Effectiveness, Villanova Online (Jan 2021 – Mar 2021)