

Valerie Major

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Experienced Manager with 8 years of experience in business optimization for complex programs. Work history includes financial management for multi-million dollar budgets, project management, program coordination, and a keen eye for identifying and implementing process improvements.

PROFESSIONAL EXPERIENCE

Self-Employed, Tacoma, WA

Business Consultant

09/2021 – Present

- Oversaw a month-long business transition for Amazon's F&B Program to new program management group, drove change management of projects
- Implemented a new time-tracking system for a client, streamlined reporting, and provided the client with an accurate view of real-time performance
- Helped a client analyze and identify issues in data entry for correction, created a system for checks and balances
- Ongoing coordination of small business P&L tracking and reporting

E15 Group, Amazon, Seattle, WA

Manager, Corporate Food & Beverage Program, Amazon

06/2020 – 09/2021

Sr. Analyst, Corporate F&B Program, Amazon

01/2020 – 6/2020

Analyst, Corporate F&B Program, Amazon

02/2019 – 01/2020

- Managed Amazon's F&B Program financial scope, which included budgeting/forecasting, financial tracking for all corporate campuses across Puget Sound and North America regions
- Directed entire Financial scope for all E15 Group work with Amazon, which crossed 2 verticals and comprised of AR and AP
- Supervised 2 direct reports, overseeing daily scope and performance management
- Delivered reporting for Amazon's F&B Program, which consisted of 8 MBRs, 4 QBRs, and 1 Annual Business Review per fiscal year
- Pioneered a process re-engineering project to improve and consolidate end-to-end service processes; resulted in a business playbook that streamlined processes across the portfolio
- Tracked SLA performance and F&B Program contractual agreements for multiple vendors

Hines Interest Limited Partnership, Amazon, Seattle, WA

Operations Coordinator, Corporate F&B Program, Amazon

08/2017 – 02/2019

Operations Administrator, Corporate F&B Program, Amazon

05/2017 – 08/2017

- Forecasted Amazon's F&B Program budget for the Puget Sound region, processed POs, and identified financial savings opportunities through data analysis
- Oversaw project management and vendor support, running 10+ projects simultaneously
- Analyzed MBRs and portfolio P&Ls, instructed vendors on strategic insights to improve performance
- Wrote 20+ Program operations SOPs

Vintage Wine Estates, Santa Rosa, CA

Assistant Manager, Wine Club Program

02/2016 – 05/2017

Lead Operations Coordinator, Wine Club Program

06/2015 – 02/2016

Operations Coordinator, Wine Club Program

10/2013 – 06/2015

- Managed the Wine Club Programs for 10+ wine brands, forecasted revenue for a \$9M+ budget
- Determined product needs, provided inventory analysis, drove E-Commerce, DTC promotional efforts
- Worked with production teams to execute strategic shipments (~60 planned shipments/year)

EDUCATION

FIDM, San Francisco, CA, Associates Degree

6/2012