



ABOUT OUR COMPANY

JRSE is a dba under the J. Robinson Enterprises, LLC brand operating out of the State of Maryland. Our company is managed by Jessica A. Robinson, who acts as the Principal Meeting & Sourcing Manager over all operations. We subcontract other trained and certified Meeting professionals as need to fill various roles in event management as needed.

JRSE currently offers a wide range of full-service sourcing, housing management and planning logistics services. These services include event development, site sourcing selection & negotiating, logistics planning, vendor management, on-site support services and off-site event planning.

We pride ourselves on our attention to detail and the care that we put into servicing our hosts and guest. We are confident that our experience and customer satisfaction will meet the needs of your next event.



CERTIFICATIONS

Procurement

- Small Business Administration (SBA)
 - HUBZone
- Prince George's County-Based Small Business (CBSB) – State of Maryland

Industry

- Certified Meeting Professional – International Standards (CMP-IS)
- Healthcare Meeting Compliance Certified (HMCC)
- International Air Transport Association (IATA)
- Certificate, Venue Sourcing (Cvent)
- Certificate, Passkey (Cvent)



DIFFERENTIATORS

Industry Expertise & Proven Track Record:

- 30 Years of Experience – Extensive background in managing corporate, nonprofit, government, and private events with a focus on strategic execution.
- Award-Winning Events – Recognized for excellence in event management, innovative design, and seamless logistical execution.

Identity Development & Site Selection:

- Conduct a comprehensive intake process to define event objectives and requirements.
- Develop a detailed, results-driven RFP to secure optimal vendor responses.
- Negotiate competitive pricing, concessions, and added-value benefits.
- Provide strategic recommendations for final site selection, ensuring alignment with event goals.

Planning & Execution:

- Establish a core logistics plan and implement systems for seamless event management during the planning process.
- Identify, vet, and contract high-quality service vendors.
- Develop a comprehensive event-day execution plan and program.
- Oversee and manage budgets as requested to ensure financial efficiency.

On-Site Management:

- Oversee and coordinate the on-site support team for seamless event execution.
- Supervise the guest registration process to ensure efficiency and accuracy.
- Manage the master account to maintain accurate billing and financial oversight.
- Provide high-level event management leadership to ensure flawless operations.

CORE SERVICES

- ✓ Destination and Site Sourcing
- ✓ Contract Negotiation
- ✓ Logistics & Planning
- ✓ Housing Management
- ✓ Budget Management
- ✓ Vendor Management
- ✓ On-Site Travel Director Support
- ✓ Off-Site & Gala Event Planning

PORTFOLIO OVERVIEW

- **Stacey Boehman Coaching**
 - **\$250K Live Exclusive Coaching Event**
 - *April 2023 - Louisville, KY*
- **Forward Together**
 - **Staff Strategy Retreat**
 - *June 2023 - San Diego, CA*
 - *Sept 2023 - New Orleans, LA*
 - *April 2024 - Chicago, IL*
 - *Feb 2025 - Oakland, CA*
- **US-China Business Council**
 - **CEO Executive Board Meeting**
 - *June 2024 - Washington, DC (FedEx Corp)*
 - *Dec 2024 - Washington, DC (FedEx Corp)*
- **Center for Naval Analyses (CNA)**
 - **Company Holiday Gala**
 - *Dec 2024 - Hyatt Regency - Arlington, VA*
- **Paladin Capital Group**
 - **Annual Investors Conference**
 - *Nov 2025 - Virtual*

Other Misc Experience:

- *2022 DC Black Lawyers Congressional Black Caucus Reception*
- **Conference Center Manager** - King & Spaulding, LLP
- **Guest Services Representative** - Ropes & Gray, LLP
- **Administrative Support Specialist** - US Department of Interior (Assistant Secretary of Indian Affairs, Michael Olsen and Solicitor, David Bernhardt)
- *Oversight of meetings and receptions for multiple political candidates and non-profit organizations*
- *Previous Banquet Facility Manager for multiple government and independent venue's*



Jessica is amazing. We hired her to be in charge of all the logistics for our staff retreat/strategy session. We have 35 staff who attended in person and hybrid with many different dietary needs and accommodations. She handled everything so I can handle all the content. I never had to worry. This is our second event she did for us and she learned our group so well and planned the logistics so well. She knows her stuff and was able to negotiate with the hotels and vendors to be within our budget. She is a topnotch planner. We will be using her again.

- Wendy. C

Jessica, hands down, the most organized person I have ever met. My company was interviewing a handful of events managers to help us with high-level corporate events. She was an easy choice and exceeded all of our hopes and expectations. Over the past several months, my time working with her has been a true honor, and I've learned a lot from her! A few things that make her shine:

- 1. She doesn't back down from a challenge. One night she called me to update me about an emergency out of our control and informed me about the 25 vendors she reached out to within just a few hours. Yes, TWENTY-FIVE. She saved us.*
- 2. At the same time- She knows herself well and will not overcommit. It's not possible to be in 2 places at once or to stop time; she doesn't make promises she cannot keep.*
- 3. She is humble and always striving to learn new skills, whether it be related to A/V, software, design, or skills geared towards the travel industry.*
- 4. Her philosophy - all meetings and events hold equal importance in her books, whether they are big galas or small meetings that just need a helping hand. If you have her time, you have her undivided attention.*
- 5. She is a very kind and cool person. It's just the icing on top of the (meticulously organized and thought-out) cake that is J. Robinson Signature Events.*

Hire her. You really won't have any regrets.

- Meg K.

Jessica is nothing short of amazing! Hire her immediately! She's an expert in the field of all things events, professional, great communication, thorough and reliable. A trusted partner to have onsite. We LOVED working with her and would use her again. Highly recommend!

As a first time, I loved the service and the quality received. Thank you for a successful event!

- Kelly B.

Jessica and her team are incredible! Efficient, thorough and a pleasure to work with. A quick example comes to mind about how organized her events are. While on a virtual call (pre con for a corporate event) she pulled up her personally curated event outline and the entire call stopped to marvel at how detailed the outline was. I truly believe she could teach a class on the do's and don't of event management. There is nowhere else I would turn to for someone to manage any of our client's upcoming meetings!

- Louis N.

Our team looks forward to elevating your next event!