



Jeremy Solomons
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Accomplished manager and administrator in both non-profit and for-profit sectors specializing in team building, training, communications (social media and in person), finance and systems development. Proficient in Information Technology (software and hardware) system and website configuration.

Areas of Expertise

<p style="text-align: center;">Team Building</p> <ul style="list-style-type: none"> • Training, mentoring, communication systems. • Developing practical lasting relations with customers and stakeholders. 	<p style="text-align: center;">Finance / Accounting</p> <ul style="list-style-type: none"> • Budgeting. • Managed up to \$2 million, • AP, AR and designed dashboards design. • Sales reporting. • QuickBooks.
<p style="text-align: center;">Event management</p> <ul style="list-style-type: none"> • Project management. • Planning, directing. • Recruiting and supporting volunteers. • Technical set-up. 	<p style="text-align: center;">Marketing</p> <ul style="list-style-type: none"> • Writing • Social media advanced implementation • Web writing and design • Print publicity
<p style="text-align: center;">Computer Skills:</p> <ul style="list-style-type: none"> • Social media: Facebook, Twitter, Pinterest, Instagram, Tumblr, Google +. SocialFlow • Blog and Website Development—WordPress and Drupal 7, • MS Office—Word, Outlook, PowerPoint, Advanced Excel, Access, Dropbox. • Complex databases: Integrated Student Information Systems (Datatel). Point of Sale software, 	

Management Experience

- SUPPORT SYSTEMS – Taxes Without Terror, Brookline, MA Operations Manager 2016—present**
- Company-wide administrative system redesign.
 - Developed and implemented use of IT systems to benefit from Excel’s functionality.
 - Preliminary preparation of tax returns.
- FAIRHAVEN CAPITAL, Boston, MA Operations and Social Media Manager 2015—2016**
- Managed transition and relocation to new premises as company right-sized while keeping operations running smoothly.
 - Led rebuilding of website and expanded company’s Twitter and LinkedIn presence.
 - Generated financial reports: AP and AR, travel expense monitoring and reimbursement
 - Planned and staffed annual investor meeting.
 - Created PowerPoint slide decks.
 - Oversaw Facility maintenance.

WELLESLEY BOOKS, Wellesley, MA **Store Manager** Jan—Dec 2014

- Managed an independent bookstore with 20 employees, turnover \$2,000,000 +
- Led best sales year in the history of the store.
- Oversaw and produced financial and inventory reporting.
- Expanded event program.
- Managed web and social media marketing.
- Developed strong links to the customer community and publishing industry.

SUFFOLK UNIVERSITY, Boston, MA **Department Administrator** 2007 – 2013

- Managed English department with 65 full- and part-time faculty members.
- Scheduled up to 120 classes per semester.
- Built strong connections between department and the university administration.
- Created databases and computerized budget.
- Established social media presence using Wordpress, Twitter and Facebook.
- Organized 20 poetry readings, 15 lectures, 3 international conferences with more than 100 participants each.
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College Teaching Experience

SUFFOLK UNIVERSITY, Boston, MA	Senior Lecturer	2000 – 2013
BOSTON UNIVERSITY, Boston, MA	Instructor Writing	2006 – 2007
MASSASOIT COMMUNITY COLL, Brockton, MA	Lecturer	1994 – 2006

- Used popular fiction and film to teach complex ideas and skills in freshman writing, religious studies and British literature.
- Integrated active learning into the classroom and on-line learning.
- Applied standards based grading.
- Advisor for more than 25 students per semester.
- Developed an innovative freshman writing course for 30 science oriented students.
- Taught over 700 students including many from at-risk groups & in MCI Norfolk, MA. & industry workplaces. Who's Who Among America's Teachers. (2000).

Arts Management Experience

JAMAICA PLAIN ARTS CENTER, Boston, MA	Executive Director	1995-1997
THEATRE ESPRESSO, Boston, MA	Education Director	1994-1996
PREMA ARTS CENTRE, U.K.	Associate Director	1990-1992

- Curated theatre, music, visual art and literary, education programming.
- Improved financial and administrative systems.
- Marketing and facility management including lease negotiation.
- Worked closely with city councils, foundations and funders.
- Actor/teacher and workshop leader.
- Oversaw financial and facility management.

Education

Scholar in Residence	Elie Wiesel Centre for Jewish Studies, BOSTON UNIVERSITY	2015 - 2017
PhD	English (P/T)) UNIVERSITY OF READING, UK - expected	2018
MA	English UNIVERSITY OF MASSACHUSETTS BOSTON	
FAETC	Teaching GLOUCESTERSHIRE COLLEGE, U.K.	
B.Sc. Hons.	Botany UNIVERSITY OF DURHAM, UK	

Theatre Skills: Public speaking, role play and theatre for learning and directing plays.

Languages: English, German. and French.

Technical Skills: Photo editing, video production, Sound recording.

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Publication: Coauthor: *Write Here, Write Now: A Text for Introductory Writing*. Harcourt Brace, 1999.