

# JESSIE RICHARDS

## Contact

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### **(301) 535-3045**

Jessie@JessieMKRichards.com

[www.Linkedin.com/in/JessieMKR](http://www.Linkedin.com/in/JessieMKR)

## Education

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### **Master of Business**

**Administration (03/25)**

Western Governors University

### **Bachelor of Business**

**Management**

Southern New Hampshire  
University

## Certifications

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### **Certified Professional (SHRM-CP)**

Society for Human Resource  
Management

### **Certified Community Transportation Manager (CCTM)**

Community Transportation  
Association of America

## Affiliations

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### **Legislative Specialist**

Charles County  
Chamber of Commerce

### **Communications Lead**

Charles County Citizens  
Academy Ambassadors

### **Steering Committee**

Charles County  
Master Gardeners, UME

## Work History

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### **Tri-County Council for Southern Maryland**

*Program Manager, 07/23 - Present, 35 hours per week*

- Lead facilitator for regional transportation think tank.
- Administrator of Statewide Coordination and Technical Assistance (SCATA) Grant.
- Intergovernmental liaison for area transportation projects.
- Mentor department intern in public policy and government affairs.

### **Jessie Richards Media**

*Strategic Communications Specialist, 01/17 - Present, 15 hours per week*

- Small business and association communications consultant.
- As a contractor, provide WordPress training to company staff.
- Contracted legislative specialist and committee liaison.
- Technical writing, including manuals on committee governance.

### **Charles County Chamber of Commerce**

*Communications & Events Manager, 11/22 - 06/23, 50 hours per week*

- Orchestrate meetings with government officials and partners.
- Webmaster and strategic communications lead.

### **Turnip Greens Local Produce**

*Operations Manager, 01/21 - 05/23, 20-40 hours per week*

- Manage logistics of community supported agriculture project, including planting schedules and risk management plans.

### **Charles County Charitable Trust**

*Administrative Specialist, 11/21 - 10/22, 15-35 hours per week*

- Improve proposal intake system to reduce staff redundancies.
- Refine financial processes to reduce confusion and ensure consistency using accounting principles and best practices.

### **William Wood Richards Construction III**

*Contract Specialist, 08/14 - 12/16, 40 hours per week*

- Develop systems and processes to manage contracts and subcontracts in a construction firm.
- Ensure compliance with federal contracting policies related to payroll and human capital.

### **Monro**

*Regional Training Manager, 08/07 - 10/14, 55 hours per week*

- Traveling trainer supporting technical experts, management, and staff of newly acquired businesses.