

JOSELYN BEARD

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Professional Summary

Dynamic and compassionate professional with extensive experience in human resources, client relations, hospitality, and business development. Proven track record of enhancing client satisfaction, streamlining operations, and cultivating meaningful relationships. Adept at working in fast-paced, evolving environments with a strong emphasis on people-first service, organizational excellence, and mission-driven work. Self-motivated and highly adaptable with superior communication, planning, and multitasking abilities.

Core Competencies

- Strategic Recruitment & Staffing
 - Event & Hospitality Management
 - Customer Relationship Development
 - Social Media & Digital Marketing
 - Community Engagement & Fundraising
 - Administrative Operations
 - HR Compliance & Payroll
 - MS Office, CRM, and MIS Systems
 - Excellent Interpersonal Communication
 - Multicultural Team Collaboration
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Professional Experience

Essential Wellness Advocate / Owner

Soul Sisters from Scratch / Beard Homestead | Oct 2012 – Present

- Educate communities on sustainable living, gardening, and holistic wellness practices.
- Operate under Cottage Food Law (since 2021) as a cook and baker.
- Manage Airbnb/VRBO listings as a Superhost (since 2019); Host RV travelers via Harvest Hosts (since 2021).
- Promote essential oils and plant-based wellness education.
- Coordinate Community Supported Agriculture (CSA), farm shares, and local produce distributions.

Professional Staffing Recruiter / Client Retention Manager

Express Employment Professionals (Franchise Owner) | Aug 2016 – Dec 2018

- Led daily business operations including recruitment, onboarding, payroll, and HR administration.
- Managed associate training, client events, job board listings, and social media job campaigns.
- Cultivated strong client relationships and improved employee retention.

Resource Coordinator / Events Registrar

THRIVE Ministry, Bayside Church | Mar 2013 – Apr 2017

- Organized all major life events for church members with care and sensitivity.
- Scheduled and managed volunteers and staff coverage for services and events.
- Handled chaplain service coordination and administrative support for pastoral teams.
- Maintained internal databases and managed event logistics for up to 100+ volunteers.

Business Consultant / Owner

JM Consulting | Oct 2009 – Mar 2013

- Delivered custom business consulting to ministries, nonprofits, and small businesses nationwide.
- Created content, newsletters, and marketing materials tailored to client needs.
- Provided SEO, social media setup/management, and virtual admin services.
- Conducted lead generation and remote support solutions.

B2B Corporate Sales Manager – Marketing & Events

Provide Commerce (Shari's Berries) | Jun 2004 – Oct 2009

- Managed over 3,000 corporate clients annually, leading client development and retention.
- Executed nationwide trade shows, PR events, and internal engagement programs.

- Coordinated charitable donations and media opportunities with celebrities and major outlets.
- Led marketing campaigns and trained internal and temporary staff.

Chiropractic Assistant / Office Manager

Capitol Chiropractic (Chalk Chiropractic) | Jun 1994 – Jun 2004

- Oversaw daily operations, scheduling, billing, insurance claims, and collections.
 - Delivered patient care and supported therapeutic protocols.
 - Maintained efficient workflows and provided top-tier service to high-volume clientele.
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Professional Strengths & Attributes

- Authentic, friendly, and enthusiastic team player and leader.
 - Exceptionally organized with strong follow-through and attention to detail.
 - Technically proficient with strong analytical and creative thinking skills.
 - Culturally competent with a deep understanding of diverse populations.
 - Calm and effective under pressure; solution-oriented and flexible in dynamic settings.
 - Recognized for hospitality, encouragement, and a heart for community and service.
 - Experienced in planning and executing high-impact events and fundraisers.
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References

Available upon request.