



**MEETING OF THE  
ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (“CDC”)**

**Friday, May 14, 2021**

**8:30 a.m.**

**Electronic Video Meeting (Zoom)**

**Utilize the following link to join the meeting:**

<https://us02web.zoom.us/j/88991064870>

Or join via Telephone: +1-301-715-8592; +1-312-626-6799; +1-646-558-8656;  
+1-253-215-8782; +1-346-248-7799; or +1-669-900-9128

Webinar ID: 889 9106 4870

**AGENDA**

1. Call to Order
2. Recognition of Quorum
3. Grant Request Presentation
  - A. zWorks: 85 East Cedar Street, by Vickie Hall
4. Old Business
  - A. Discussion regarding objectives, goals, and budget of the Community Development Corporation for 2021.
5. Other Business
6. Adjourn

**Print****Community Enrichment Grant Application - Submission #3175****Date Submitted: 3/30/2021****Link to PDF**[Community Enrichment Grant Details](#)**Eligibility**

Eligible non-profit organizations are located in Boone County and serve Zionsville residents and businesses. Funding must be used for charitable purposes as defined by section 170 (b)(1)(A). Awards are made without discrimination as to age, color, race, religion, sex, disability, veteran status or national origin, and only to eligible recipients that do not unlawfully discriminate on these same criteria. Grant applications are accepted on a rolling basis. Awards are made on a semi-annual basis. In 2021, the award dates are April 30 and September 30. To be considered for the next funding cycle, applications are due at least 30 days before the award date (i.e., applications are due March 30 for April 30 funding). Applications submitted within 30 days of award distribution will be considered for the next distribution.

**Name of Organization\***

zWORKS

**First and Last Name of Primary Contact at Organization\***

Vickie Hall

**Email Address for Primary Contact\***

vhall@zworks.org

**Phone Number\***

317-408-0234

**Organization Address\***

85 E. Cedar Street, Zionsville, IN. 46077

**Name of Project or Program\***

Economic development engine for Zionsville

**Total Amount of Grant Request\***

\$25,000.00

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**Grant Narrative**

500 words or less (1) Briefly describe history, mission, goals, and organization's structure. (2) Project/Program description, uniqueness. (3) Goals and plans for fulfilling the project/program. (4) Proposed measurable outcomes. (5) Evaluation process with any data to be gathered. (6) Any collaborating organization in the project/program. (7) Alternative and other funding sources. (8) Plans on adapting project, based on funding.

**Narrative\***

zWORKS is a 501(c)(3) nonprofit organization founded in 2015 by community leaders and volunteers. Our mission is to be the nonprofit economic development engine for the Zionsville area by providing startups, entrepreneurs, business professionals, and small business owners not only a coworking and professional space but also a community for counsel and advice. There are two locations, Cedar Street and Pine Street, with open workspace, desks, quiet work area, meeting rooms, private offices, privacy booths, break areas, business education sessions, and more.

Our programming and uniqueness is that we are:

- THE nonprofit economic engine for Zionsville
- The creator of >\$400,000 additional Zionsville Village Merchant revenue per year
- A professional workspace to >150 people
- A job creator (>200 jobs)
- Startup incubator

Our goals and why we are here:

- To bring and keep businesses and remote/hybrid workers in Zionsville
- To create community, networking opportunities and manufactured serendipity
- It's fun!

Our plan to continue to meet and exceed these goals is to:

- Initiate funding to meet the evolving space needs as working environments change
- Create more flexible space within current locations

We will measure the outcomes by:

- Infusion and involvement of members, entrepreneurs, and startups
- Contribution to the Zionsville economy

We can evaluate the data by:

- Member attendance (and their guests)
- Meeting room usage
- Additional job creation in Zionsville
- Administer a member survey of satisfaction and Zionsville merchants purchases

zWORKS continually collaborates with partners, the Town of Zionsville and other nonprofits to enhance our community and outcomes. In addition to the requested funding from the Town of Zionsville, other sources of funding include membership fees, partners, one fundraising event, nonmember meeting room rentals and in-kind contributions (last 2 are minimal). As needed, we can adapt funding by considering a community matching program option, adjust space enhancements within current locations and by placing a much needed new location on hold again.

Thank you for your consideration of our grant request. I am happy to answer any questions you may have as you review our proposal.

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**Supporting Documents**

Upload the following documents.

**Proposed Budget\***

BudgetOverviewFY2021-FY21PL (1).pdf

**Proof of Non-Profit Status\***

IRS EIN.pdf

**Current FY Budget Summary for Organization\***

BudgetOverviewFY2021-FY21PL (1).pdf

**Resumé of project/program director or any contracted individuals.**

VickieHallResume2021 (2).pdf

**List Current Board of Directors\***

Paul Dreier, Chairman  
Paul Kite, Vice President  
Maggie Daniels, Treasurer  
George Milberger, Secretary  
Dave Dimmett, Board Member

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**Publications, Brochures, Promotional Materials**

Submit 1-3 examples of the organization's publications. You can provide links to online sources or upload files.

**Enter links to online material(s).**

[www.zworks.org](http://www.zworks.org), <https://us9.campaign-archive.com/home/?u=faf1e5b176bd85fc4cfe77dc2&id=3bd91c8450>,  
<https://townepost.com/indiana/zionsville/inspiring-startups/>

**Upload Promotional Materials**

ZWorks 6.pdf

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**Submit Application**

Thank you for submitting a Town of Zionsville Community Enrichment Grant Application. If you have questions, contact the Mayor's Executive Assistant at 317-344-1167 or [cjohnson@zionsville-in.gov](mailto:cjohnson@zionsville-in.gov). Awards are made on a semi-annual basis. In 2021, the award dates are April 30 and September 30. To be considered for the next funding cycle, applications are due at least 30 days before the award date (i.e., applications are due March 30 for April 30 funding). Applications submitted within 30 days of award distribution will be considered for the next distribution.

# zWORKS, Inc.

## Budget Overview: FY2021 - FY21 P&L

January - December 2021

	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
<b>Revenue</b>													
Donations & Sponsorships													\$0.00
Polo Match	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	6,500.00	0.00	0.00	0.00	\$6,650.00
Sponsorship	0.00	2,500.00	1,000.00	1,500.00	10,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	\$20,000.00
Unrestricted Donations	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	\$1,000.00
<b>Total Donations &amp; Sponsorships</b>	<b>0.00</b>	<b>2,500.00</b>	<b>1,250.00</b>	<b>1,500.00</b>	<b>10,000.00</b>	<b>1,250.00</b>	<b>150.00</b>	<b>1,000.00</b>	<b>7,750.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>250.00</b>	<b>\$27,650.00</b>
Membership	6,950.00	7,820.00	7,595.00	12,000.00	5,690.00	7,555.00	4,890.00	5,920.00	5,490.00	7,600.00	6,860.00	4,535.97	\$82,905.97
<b>Other Revenue</b>													
Desk Rental	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	\$1,500.00
<b>Event Room Rental</b>													
Cedar Street Room Rental	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	\$400.00
Pine Street Room Rental	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	\$1,500.00
<b>Total Event Room Rental</b>	<b>125.00</b>	<b>125.00</b>	<b>225.00</b>	<b>125.00</b>	<b>125.00</b>	<b>225.00</b>	<b>125.00</b>	<b>125.00</b>	<b>225.00</b>	<b>125.00</b>	<b>125.00</b>	<b>225.00</b>	<b>\$1,900.00</b>
Mail Service	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	\$2,100.00
Snacks	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,400.00
Startup Office Rent - Cedar Street	1,100.00	1,100.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	\$17,200.00
Startup Office Rent - Pine St.	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	\$21,600.00
<b>Total Other Revenue</b>	<b>3,525.00</b>	<b>3,525.00</b>	<b>4,025.00</b>	<b>3,925.00</b>	<b>3,925.00</b>	<b>4,025.00</b>	<b>3,925.00</b>	<b>3,925.00</b>	<b>4,025.00</b>	<b>3,925.00</b>	<b>3,925.00</b>	<b>4,025.00</b>	<b>\$46,700.00</b>
<b>Total Revenue</b>	<b>\$10,475.00</b>	<b>\$13,845.00</b>	<b>\$12,870.00</b>	<b>\$17,425.00</b>	<b>\$19,615.00</b>	<b>\$12,830.00</b>	<b>\$8,965.00</b>	<b>\$10,845.00</b>	<b>\$17,265.00</b>	<b>\$12,525.00</b>	<b>\$11,785.00</b>	<b>\$8,810.97</b>	<b>\$157,255.97</b>
<b>GROSS PROFIT</b>	<b>\$10,475.00</b>	<b>\$13,845.00</b>	<b>\$12,870.00</b>	<b>\$17,425.00</b>	<b>\$19,615.00</b>	<b>\$12,830.00</b>	<b>\$8,965.00</b>	<b>\$10,845.00</b>	<b>\$17,265.00</b>	<b>\$12,525.00</b>	<b>\$11,785.00</b>	<b>\$8,810.97</b>	<b>\$157,255.97</b>
<b>Expenditures</b>													
Advertising	0.00	25.00	0.00	0.00	0.00	100.00	50.00	46.00	20.00	0.00	0.00	0.00	\$241.00
Credit Card Processing Fees	327.75	301.88	326.39	424.83	283.90	329.28	245.08	213.54	209.11	254.93	244.35	223.80	\$3,384.84
Dues & Subscriptions	628.63	0.00	19.95	73.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	\$796.58
Boardable	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	\$720.00
Calendly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.00	0.00	0.00	0.00	\$144.00
Cobot	232.50	232.50	232.50	232.50	232.50	232.50	232.50	232.50	232.50	232.50	232.50	232.50	\$2,790.00
KISl	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,400.00
Nest	30.00	30.00	30.00	25.00	30.00	30.00	30.00	30.00	30.00	30.00	0.00	0.00	\$295.00
Pixel Jocks	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	\$420.00
<b>Total Dues &amp; Subscriptions</b>	<b>1,186.13</b>	<b>557.50</b>	<b>577.45</b>	<b>625.50</b>	<b>582.50</b>	<b>582.50</b>	<b>582.50</b>	<b>557.50</b>	<b>701.50</b>	<b>557.50</b>	<b>527.50</b>	<b>527.50</b>	<b>\$7,565.58</b>
Insurance	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,300.00
Meals and Entertainment	0.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	\$550.00
<b>Monthly Rent</b>													
75 East Pine Street	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	\$24,000.00
85 East Cedar Rent	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	\$39,000.00
Property Tax	729.52	729.52	729.52	729.52	729.52	729.52	729.52	729.52	729.52	729.52	729.52	729.52	\$8,754.24
Utilities (Cedar St.)	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	520.00	\$6,240.00
Internet (Cedar St.)	202.20	202.20	202.20	202.20	202.20	202.20	202.20	202.20	202.20	202.20	202.20	202.20	\$2,426.40
<b>Total Utilities (Cedar St.)</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>722.20</b>	<b>\$8,666.40</b>
Utilities (Pine St.)	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,400.00

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	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
Internet (Pine St.)	102.20	102.20	102.20	102.20	102.20	102.20	102.20	102.20	102.20	102.20	102.20	102.20	\$1,226.40
<b>Total Utilities (Pine St.)</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>302.20</b>	<b>\$3,626.40</b>
<b>Total Monthly Rent</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>7,003.92</b>	<b>\$84,047.04</b>
Office Expenses	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	\$1,800.00
Payroll Expenditures													\$0.00
Executive Director Salary	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	\$49,992.00
FullStack Admin Fee	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	\$1,080.00
Payroll Tax	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	\$4,200.00
<b>Total Payroll Expenditures</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>4,606.00</b>	<b>\$55,272.00</b>
Polo Match Expense	0.00	0.00	0.00	1,500.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	\$1,650.00
QuickBooks Payments Fees	0.00	0.00	0.93	0.00	0.00	1.86	3.90	4.33	2.29	2.45	0.50	0.50	\$16.76
Small Office Equipment	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,000.00
Subcontractor Expense													\$0.00
Cleaning (Cedar)	540.00	480.00	540.00	540.00	540.00	480.00	540.00	540.00	540.00	480.00	540.00	540.00	\$6,300.00
Cleaning (Pine St.)	580.00	320.00	380.00	400.00	380.00	320.00	340.00	380.00	340.00	320.00	380.00	590.00	\$4,730.00
Communications Manager	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	\$6,000.00
Handyman	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	\$1,000.00
<b>Total Subcontractor Expense</b>	<b>1,620.00</b>	<b>1,300.00</b>	<b>1,670.00</b>	<b>1,440.00</b>	<b>1,420.00</b>	<b>1,550.00</b>	<b>1,380.00</b>	<b>1,420.00</b>	<b>1,630.00</b>	<b>1,300.00</b>	<b>1,420.00</b>	<b>1,880.00</b>	<b>\$18,030.00</b>
Supplies													\$0.00
Beer	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	\$1,500.00
Coffee & Snacks	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$3,000.00
Misc Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
<b>Total Supplies</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>475.00</b>	<b>\$5,700.00</b>
Tenant Improvement Expense	0.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	300.00	0.00	0.00	300.00	\$1,200.00
<b>Total Expenditures</b>	<b>\$15,368.80</b>	<b>\$17,769.30</b>	<b>\$15,159.69</b>	<b>\$16,275.25</b>	<b>\$14,571.32</b>	<b>\$15,148.56</b>	<b>\$14,696.40</b>	<b>\$14,526.29</b>	<b>\$15,147.82</b>	<b>\$14,399.80</b>	<b>\$14,477.27</b>	<b>\$15,216.72</b>	<b>\$182,757.22</b>
NET OPERATING REVENUE	<b>\$ -4,893.80</b>	<b>\$ -3,924.30</b>	<b>\$ -2,289.69</b>	<b>\$1,149.75</b>	<b>\$5,043.68</b>	<b>\$ -2,318.56</b>	<b>\$ -5,731.40</b>	<b>\$ -3,681.29</b>	<b>\$2,117.18</b>	<b>\$ -1,874.80</b>	<b>\$ -2,692.27</b>	<b>\$ -6,405.75</b>	<b>\$ -25,501.25</b>
Other Revenue													
PPP Loan to be Forgiven	0.00	0.00	12,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$12,900.00
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,900.00</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,900.00</b>
NET REVENUE	<b>\$ -4,893.80</b>	<b>\$ -3,924.30</b>	<b>\$10,610.31</b>	<b>\$1,149.75</b>	<b>\$5,043.68</b>	<b>\$ -2,318.56</b>	<b>\$ -5,731.40</b>	<b>\$ -3,681.29</b>	<b>\$2,117.18</b>	<b>\$ -1,874.80</b>	<b>\$ -2,692.27</b>	<b>\$ -6,405.75</b>	<b>\$ -12,601.25</b>

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 20 2015

ZWORKS INC  
C/O GUTWEIN LAW  
TRAVIS E STEGEMOLLER  
200 S MERIDIAN ST STE 420  
INDIANAPOLIS, IN 46225

Employer Identification Number:  
47-2610553  
DLN:  
17053089348015  
Contact Person:  
JOANN DUNHAM ID# 95215  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 16, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

This supersedes our letter dated September 10, 2015, which we issued with an incorrect Employer Identification Number (EIN). You should use the EIN listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

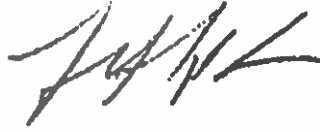
Letter 947



ZWORKS INC

which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooper", written in a cursive style.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

# Vickie Haag Hall

317-408-0234

vhall@zworks.org

## SKILLS

Entrepreneurial, adaptive, task-oriented, organized, and resourceful

---

## PROFESSIONAL EXPERIENCE

### **zWORKS - Zionsville, IN**

Executive Director, January 2020-present

- Managed members, partners and facilities through global pandemic at a minimal revenue loss
- Increased funds raised at 2nd annual polo match while partnering with Boys and Girls Club of Boone County
- Evolve member and partner opportunities to meet the needs of a changing work environment

Space and Event Manager, January 2019-December 2019

- Focused on community, hospitality, member retention and additional members
- Generated interest and attendance at zWORKS events
- Capitalized on member events currently in place and added local vendors
- Initiated a new fundraiser, a polo match.

### **Liberation Roasting Company - Indianapolis, IN**

Co-Owner, 2014 - December 2018

- Wholesale/retail sales and marketing, focus on locally-owned businesses to utilize, brew and resell our coffee beans
- Zionsville Farmer's Market coffee vendor 2016-2018, other farmers markets 2014-2016
- Inventory management
- Maintain a high level of customer service within a competitive environment

### **Pearson Education - Indianapolis, IN.**

Marketing Manager, Cisco Press, 2002-2006

- Implemented, managed marketing strategy and relationship within high schools, community colleges, and universities of the Cisco Networking Academy Program
- Maintained communication between editors and the sales team
- Created marketing strategies for the sales team that highlighted the importance of a Cisco Networking Academy at their school

Business Development Manager/Reseller Account Manager, 2000-2002

- Managed and sold technical books and web-based reference materials to Fortune 1000 companies within a 6-state territory
- Implemented electronic ordering with 3 key resellers to reduce company expenses and improve turnaround time

## Hall - 2

Education Sales Representative, 1996-1999

- Sold computer textbooks and software into the community college and universities within a 3-state territory. Increased sales territory by \$1.1 million in 1997 to \$3.3 million. Established 2 of the 3 largest Computer Information Systems textbook adoptions in the country.
- Implemented sales seminars, focus groups; coordinated and presented at book fairs

### **Weaver Popcorn, Van Buren, IN.**

National Account Manager, 1999-2000

- Increased and maintained a 60% market share among snack/concession distributors within the United States, had a consultative role in providing solutions for growth to distributors.
- Structured and implemented sales and production strategies within a team environment

### **Various Fitness facilities in Indianapolis area**

ACE certified Group Fitness Instructor, 2000-2010

- Instructed step, kickboxing, strength training, and boot camp classes of varying levels

### **Sunshine Promotions, Fishers, IN**

Sales Coordinator, 1995-1996

- Coordinated, set-up, and prepared pre-concert hospitality parties
- Structured and organized group ticket sales to Phantom of the Opera
- Assisted in sponsorship proposals for Deer Creek Music Center and the Indiana State Fair

## EDUCATION

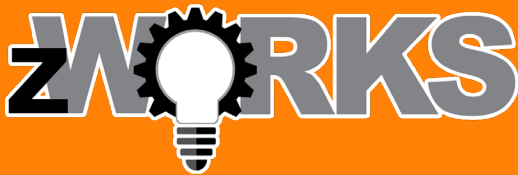
Hanover College, Hanover, IN.

B.A. Business Administration, May 1995

## ADDITIONAL INFORMATION

Active volunteer at local organizations

- Union Elementary and Zionsville Middle School; reliable fill-in-the-gaps volunteer and assistant
- Zionsville Education Foundation, Barn Bash committee member, 2019-2021
- Women of Impact in Boone County; charter member, renewed member 2021
- The Catherine Peachey Fund, member of the Heroes Foundation family; steering committee member of *Just Peachey: Bearing Fruit, 20th Anniversary Edition* cookbook and co-organizer of Hickory Hall polo match
- Kappa Alpha Theta Indianapolis Alumni Board; various roles 2000-2003



**STILL WORKING FROM HOME? NOT GOING BACK TO THE OFFICE SOON BUT NEED A PROFESSIONAL SPACE?**

**THE ZWORKS COMMUNITY WELCOMES YOU! JOIN US.  
*MONTHLY MEMBERSHIP AVAILABLE***



**TAKE A TOUR AND JOIN TODAY! [WWW.ZWORKS.ORG](http://WWW.ZWORKS.ORG)**