

# Shawn Juris

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<b>Profile</b>	<ul style="list-style-type: none"><li>• Ability to direct complex projects from concept to fully operational status.</li><li>• Goal-oriented individual with strong leadership capabilities.</li><li>• Organized, highly motivated, and detail-directed problem solver.</li><li>• Experience in many different roles within corporate and non-profit settings.</li><li>• Proven ability to work in unison with staff, volunteers, and board of directors.</li></ul>	
<b>Education</b>	<p>B.A., Psychology, Bowling Green State University Licensed Agent, Property &amp; Casualty, Life &amp; Health, State of Ohio CIC accreditation in Commercial Property and Casualty</p>	
<b>Employment</b>	<p><b>Owner/Broker, The Juris Agency, LLC, Lakewood, Ohio</b></p> <p>Siezed opportunity to increase potential income and controlling authority by opening my own agency. Obtained appointments to write business with multiple carriers and access to additional markets through key relationships. Completed necessary new business start up tasks which included; acquisition of legal designation, issuance of insurance requirements and obtaining a client management system.</p> <ul style="list-style-type: none"><li>• Secured agreement with financial planning firm to serve as their exclusive property and casualty advisor.</li><li>• Increased revenues each year through combination of new client acquisition and retention of existing business.</li><li>• Recruited and trained staff. Developed policy and procedures manual to aide interns and part time employees.</li><li>• Built on existing marketing plan to include promotional materials (website, email newsletter, flyers and print material), and a networking group of professionals from other industries.</li><li>• Personally responsible for client retention and customer service which consists of a balance of utilizing service centers through carriers and in-office client management system.</li><li>• Responsible for all aspects of business operations.</li></ul> <p><b>Agent, Cox and Derrin Insurance, Westlake, Ohio</b></p> <p>Opened an independent insurance office as a satellite of an existing agency in North Canton. With little oversight from the parent agency, independently developed a book of business and managed all aspects of the operation including; commission payments, financial accounting, customer service of existing policies and marketing and sales of new policies.</p> <ul style="list-style-type: none"><li>• Developed a \$250,000 book of business consisting of Personal Lines and Business policies. In the process built a working understanding of the underwriting procedures and policy details.</li><li>• Created a marketing plan that consisted of a website, printed marketing materials and contracted cold calling.</li><li>• Developed and maintained financial policies and procedures to ensure proper management of client's funds.</li></ul>	<p>2006- Present</p> <p>2004- 2006</p>

**Senior Staff Accountant, Enterprise Rent A Car, Westlake, Ohio**

2001-2004

Promoted to Accounting Department within Enterprise Rent A Car to provide needed administrative training to Sales staff at the rental locations. My experience in the rental offices provided me with an understanding of the day to day operations that was valuable to the development of policies and procedures that were expected by the Corporate offices.

- Responsible for all financial information reported to General Manager for Northwest Cleveland rental branches.
- Performed regular reviews of sales operations to ensure compliance with corporate policies and procedures. Instituted a variety of monthly follow up programs that resulted in administratively sound operations.
- Streamlined audit process to improve readability for Regional and Area sales managers. This resulted in quicker feedback and provided more opportunity to provided necessary training.
- Taught courses on administrative procedure to branch managers.
- Compiled monthly Income and Expense reports and expense schedules.
- Provided on-going training to new employees as needed.
- Supervised other staff accountants and clerical staff; including training as necessary and to ensure timely completion of projects.

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### **Relevant Experience & Accomplishments**

#### **President- Pillars of Lakewood, formerly Lakewood Jaycees**

- Experienced with event management including coordination of volunteers, customer service to the public, budgetary concerns and city and location requirements
- Chaired Golf Outing in 2007 & 2010
- Created the Best Wings in Lakewood contest. Designed and implemented the first year's event and reformatted the second year's event. New format resulted in the participation of 9 more locations than previous year, an increase of nearly threefold. Most recent event resulted in 650 attendees and a significant economic impact on the 10 participating locations.
- Developed relationships in the business and civic communities to increase awareness of organization.
- Motivated new and current members to participate.
- Led the Board of Directors.
- Assisted in the design of the website and the online promotion of events.

#### **Member- Board of Directors Barton Center, LSC**

- Participated in the decision making process for all budgetary issues.
  - Worked within the Board to further improve the services provided to the members of the center and the residents of the apartments.
  - Developed marketing strategies.
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**Community  
Involvement**

**Lakewood Chamber of Commerce**, Member Board of Directors 2007-present, Committee Member 2005-present

**Lakewood Board of Nuisance Abatement Appeals**, Community appointee 2010-present

**Pillars of Lakewood**, Founding member 2008, Chair of Wing Crawl 2008-2010

**Lakewood/Rocky River Rotary**, Program Director - July 2009-present

**Lakewood Jaycees**, Chairman of the Board/Golf Outing Chair 2007, President 2005-2006, Treasurer 2004

**Barton Center, LSC, Westerly Apartments**, Member Board of Directors 2004-2009

**Cleveland Professional 20/30 Club**, Networking Committee Member 2005- 2007

**Youth Master Plan (Lakewood)**, Chairman of Executive Committee 2006

**First Wednesday Networking Club**, Founding Member

**CERT (Citizen's Emergency Response Team)**, Trained volunteer

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