

JESSICA KURAS

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Operations & Project Management

Operations and systems-focused program management professional with 10+ years of experience spanning finance, accounting, and cross-functional business operations. Specializes in building scalable, technology-driven systems and workflows at the intersection of systems, process, and people—improving efficiency, visibility, adoption, and collaboration. Brings a strong analytical foundation and proven ability to translate complex, fragmented organizational needs into practical, sustainable solutions across systems implementation, process improvement, change management, and automation.

EXPERIENCE

Oken Trailmark LLC | Littleton, CO

Accounting Operations Strategist (Project-Based) | 2025 - Present

- Deliver project-based bookkeeping and operations solutions for small businesses, strengthening financial systems, documentation, and automation to support scalable growth.
- Design and implement back-office infrastructure and process improvements, enhancing operational efficiency and financial visibility across client engagements.

Farm Credit Council Services | Greenwood Village, CO

Project Coordinator | Operations, Project & Change Management | 2026 - 2026

- Architected and launched a Notion-based operating hub for RMIS, consolidating workflows across 8+ disconnected systems into a connected workspace for projects, leadership priorities, engagements, and organizational knowledge.
- Designed relational database architecture and role-based leadership dashboards connecting 80+ annual engagements with Farm Credit entities, leaders, event types, districts, initiatives, and operational workstreams, replacing manual reporting with real-time executive visibility.
- Built the business case and secured leadership approval for a division-level pilot, leading pilot governance, stakeholder onboarding, workflow design, documentation, feedback mechanisms, and iterative change management to drive adoption.
- Generated measurable traction within the first five weeks, with participants reporting 10+ hours of estimated time savings and a 5-star satisfaction rating while establishing a scalable model for broader team adoption.

Alternative Physical Medicine of Colorado | Littleton, CO

Operations (Short-Term Engagement) | 2025 - 2025

- Modernized office operations by leading pre-migration planning for the transition of ChiroTouch from a server to cloud-based system, proposing and organizing technology upgrades that strengthened HIPAA compliance and elevated patient experience.
- Designed and deployed Notion to digitize manual processes, create role-based workflows, and develop training materials, improving accountability, follow-through, and patient satisfaction (~85% improvement).
- Developed and presented a comprehensive operations development and strategic growth proposal outlining 2026 priorities, systems modernization, and opportunities for financial and capacity planning refinement.

Teamshares Inc. | Remote

Operations & Project Management – Finance Team | 2022 - 2024

- Designed and built a collaborative database system for Finance and Shared Services, centralizing and standardizing data for ~100 subsidiaries to improve data accessibility, consistency, and cross-team coordination.
- Cut project timelines by 50% (6 months to 3 months) by leading change management initiatives that accelerated tool adoption and improved cross-functional execution.
- Improved team alignment and stakeholder visibility by implementing structured weekly syncs, standardized documentation, and scalable SOPs across Finance and Shared Services teams.
- Increased on-time project delivery by 25% by leading planning sessions and coordinating execution across a 15+ person team.
- Reduced new hire ramp-up time from 5 weeks to 2 by building an onboarding process and supporting documentation from the ground up.
- Managed HR, payroll (Gusto), and AP/AR (Bill.com, QBO), enhancing processes to support scalable operations.

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Colorado Home Realty Corporation | Littleton, CO

Finance & Compliance, Operations Management | 2018 - 2022

- Built and scaled the finance department from the ground up, establishing core systems and processes to support company growth as staff tripled and the agent network expanded by 50+.
- Reduced accounts receivable by 98% by implementing a new payment system and optimizing billing and collections processes, while managing payroll, invoicing, and month-end close and securing full PPP loan forgiveness in 2020.
- Improved financial reporting accuracy through accounting reviews, while overseeing budgeting, vendor, and compliance processes across real estate operations.
- Increased employee retention by 20% by transforming a paper-based, limited benefits offering into a comprehensive program—including health, dental, vision, 401(k), and expanded voluntary benefits—and digitizing onboarding processes.
- Automated repetitive workflows, saving 10+ hours per week and increasing operational efficiency.

EARLY CAREER EXPERIENCE | EDUCATION → OPERATIONS & STAFFING | 2010-2018

Transitioned from education into operations & staffing, building analytical, communication, and process improvement skills that underpin current accounting operations expertise.

Includes roles at:

- **Harbor Capital Leasing, Inc.** (Quality Control & Contract Administrator, 2016–2018)
- **A Robert Half Company: Accountemps** (Staffing Manager, 2016)
- **FoodServiceWarehouse.com** (Operations Specialist, 2015–2016)
- **Colorado School Districts** (Educator, 2010–2015: Cherry Creek School District, Westminster Public Schools/Adams 50, Lake County School District).

EDUCATION & CERTIFICATIONS

PMP® (Project Management Professional) | PMI | *In Progress*

Google's Project Management Professional Certificate | Coursera | 2026

Intuit Academy Bookkeeping Certificate | Coursera | 2024

Accounting Certificate | Cornell University | 2022

Bachelor of Arts | Alma College | 2009

- **Areas of Focus:** Elementary Education, Mathematics, English
- **Honors:** Summa Cum Laude

SKILLS & TOOLS

Core Expertise | Program Management, Change Management, Operational Efficiency, Process Optimization, Workflow Automation, Information Architecture, Process Design, Cross-Functional Adoption & Collaboration, Project Management (Agile & Waterfall), Accounting & Auditing, Financial Analysis & Reporting, Compliance & Contract Management, Customer-focused Communicator, Employee Retention & Engagement, Scheduling Management, Team Leadership.

Operations, Productivity & Automation | Notion, Asana, Airtable, Slack, Zoom, Loom, ChatGPT, Claude, Scribe, Zapier, Google Workspace (*Administrator, Docs, Sheets, Drive, Gmail, Forms, Slides*), Microsoft Office (*Administrator, Word, Excel, Outlook, OneNote, Loop, PowerPoint, OneDrive, SharePoint*), ClickUp, Adobe, DocuSign, Box.com, Canva

Finance, Accounting & Payments | QuickBooks Online (QBO), Bill.com, Ramp, Divvy, Gusto, Paychex, Rippling, InvoiceSherpa, Stripe, Plaid/Codat, OneStream, Mercury, Brex, Helcim, Cash Practice

CRM, Client Systems & Comms | Salesforce, Client Success, ChiroTouch, Status, Weave, Zendesk, Calendly, Typeform, Fillout Forms (Zite)

HR & Benefit Systems | Bernie Portal, Culture Index