

## Contact

807 Bram Hall Dr.  
Rochester, NY 14626  
716-957-4748 (Mobile)  
jenn.graesser@gmail.com

[www.linkedin.com/in/jennifergaessermaol](http://www.linkedin.com/in/jennifergaessermaol) (LinkedIn)

## Top Skills

Business Strategy  
Career Development Coaching  
Internal Communications

## Certifications

Certified Professional Coach  
ICF Member Badge

# Jennifer Graesser

Proprietor/CEO @ Professional Coaching and Consulting Business |  
Certified Professional Coach  
Rochester, New York, United States

## Summary

Steering a professional coaching and consulting business, I merge personal development with strategic organizational solutions. My focus is on empowering clients to achieve their aspirations through a blend of expert advice and tailored growth strategies. With a background as Director of Finance at E. W. Scripps Company, I honed my expertise in developing financial contingency plans, crafting KPI dashboards, and driving strategic business goals.

Our team's collaborative efforts in cross-functional roles have significantly streamlined financial systems, reducing overheads and enhancing controls. As a Certified Professional Coach, my approach integrates business strategy with career development coaching, leveraging internal communications to foster a culture of continual improvement and operational excellence.

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## Experience

### Mind Align Concepts

Proprietor/CEO

September 2024 - Present (1 year 1 month)

Rochester, New York, United States

A professional coaching and consulting business offers services that combine both coaching, which focuses on personal and professional development through guidance and support, with consulting.

- Provides expert advice and solutions to specific business problems.
- Helps clients achieve their goals by addressing both their personal growth and strategic needs within their organization.

### E. W. Scripps Company

Director of Finance – WKBW TV /WMAR

July 2017 - September 2024 (7 years 3 months)

Buffalo, NY

Organizational Development

- Assisted internal teams in developing financial contingency plans and solutions to financial challenges by providing training and operating strategies that benefit departments
- Developed KPI dashboards to track progress and provide recommendations for remedial action to achieve strategic business goals
- Partnered with the general manager to build strategic plans for the company's future to improve financial systems and controls, resulting in reduced and regulated overhead expenses

#### Cross-Functional Collaboration

- Collaborated with senior director of regional finance and vice president on budgeting and forecasting procedures; served as a liaison and local subject matter expert for accounting operations and financial reporting
- Implemented month-end closing activities, including pre- and post-close meetings with the accounting team to ensure complete awareness of significant transactions affecting closure
- Engaged with department heads to ensure that capital projects were completed, expenditures were maximized, and money saved was repurposed for other projects

#### Sodexo

26 years

#### Director of Accounting

March 2012 - July 2017 (5 years 5 months)

Buffalo, New York

#### Operational Growth

- Oversaw the financial analysis for a \$3M dining service with 15 profit centers
- Launched efforts to streamline work processes by implementing planning and budgeting tools, trend analysis and interpretation, and procedures for monthly closure, quarterly payment, and annual reporting

#### Staff Training & Development

- Managed accounting team with daily operations to ensure effective performance; supervised a team of 3 across New York, California, and Washington DC
- Developed extensive financial training programs and reviewed financial accounts to ensure data accuracy

#### Sr. Accounting Analyst

June 2011 - March 2012 (10 months)

Phoenix and Tempe, Arizona

### Organizational Leadership

- Contributed to the formation of teams within the reporting structure for a new business, which included team member training, coaching, and mentoring to ensure optimum efficiency
- Ensured accuracy by monitoring general ledger activities, payment and closing processes, account reconciliation, subcontractor invoicing, and audit on a weekly and monthly basis
- Aided in the preparation and implementation of field audits in accordance with contract requirements

### Unit Controller I, II & III

March 2001 - June 2011 (10 years 4 months)

Multiple Locations

#### Business Operations

- Relocated from campus site to corporate service location with a new client setup
- Assisted in the production of financial and statistical data for two independent conference facilities with a combined managed volume of \$6M
- Oversaw all financial and accounting functions, including receivable and payable accounts, payroll administration, and finance reconciliation for all reporting periods
- Managed financial operations of the High Country Conference Center in Arizona, as well as financial audits and special projects for the district

### Lead Field Compliance Representative

August 1991 - March 2001 (9 years 8 months)

Phoenix and Tempe, Arizona

#### Process Improvement

- Supervised auditors, training new personnel and developing rules and procedures
- Collaborated with team on developing and comprehending regulations to allow the impact of a new process to be considered before it was implemented in the field

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## Education

### Liberty University

Doctor of Strategic Leadership (c) · (2026)

### Medaille College

Master's Degree, Organizational Leadership

Medaille College

Bachelor's Degree, Business Administration