

Jessica Caming

603.986.9701

jesscaming@gmail.com

PROFESSIONAL HIGHLIGHTS

- Managing regulated cannabis operations of many sizes and license types within multiple jurisdictions across the US
- Working with regulatory agencies to ensure full compliance in emerging industries including tissue culture
- Creating inclusive and engaging workplaces for optimum productivity and team morale
- Intuitive business management skillset; Effective communicator; Critical thinker with an eye for detail
- Enthusiasm for establishing best practice in emerging industries that can safely bring healing to so many lives

TOP ACCOMPLISHMENTS

- Initiating and successfully developing new initiatives that led to Node Labs' first out-of-state tissue culture lab, launching the first TC nursery partnership program in Michigan
- Directing the efforts to scale Node Labs from one to three locations in two and a half years while maintaining three uniquely interconnected licenses and developing systems that sustained our growth to becoming a world leader in tissue culture and cannabis genetics
- Launching Elefante from three people in a warehouse to a fully compliant, licensed and staffed manufacturing facility and becoming one of the top vegan edibles in California
- Building extensive and thorough color-coordinated compliance binders and digital platforms that guaranteed inspection success for every organization I have been a part of
- Elevating from a Production Assistant to a Producer in the LA film industry within three years after learning a new industry from the ground up

EDUCATION & TRAINING

The University of New Hampshire • Business Management • Graduated with Honors 2009

Mars Hill College • Zoology & Biochemistry

CAL/OSHA • General Industry Safety Training • Completed 2020

WORK EXPERIENCE

Seed & Smith Cannabis

VP - The Bahamas

November 2021 - April 2022 • Denver & Louisville, Colorado

Operations, Business Development, International Compliance and Legislative Support, National Wholesale Sales

- Recruited to expand the company's footprint to The Bahamas, pending legalized Medical Marijuana, which the Bahamian Parliament has yet to approve
- Created a comprehensive pitch deck, business plan and budget for the international program, mapping out a four-phase development plan to build a 62k SF vertically integrated cannabis production facility on the island of Nassau, with satellite locations
- Worked closely with the Directors of Cultivation, Extraction, Logistics, Sales, Marketing, Accounting and HR to implement a new SOP initiative that clearly documented all current best practices for creating a thorough training program for an experienced Bahamian workforce
- Coordinated with international partners to arrange our genetic material and equipment import plans for our launch upon the adoption of the new Medical Marijuana law, and offer support through legislative guidance to Parliament
- Led the company's wholesale sales strategy in Colorado following the departure of the Wholesale Director by managing the team and implementing new "micro-territories" to create a more focused market penetration plan

Node Labs Inc

Director of Operations

January 2019-September 2021 • San Francisco, Petaluma, and Hollister, California

Operations, Business Development, Regulatory Compliance, Marketing, Sales, Distribution, Logistics, HR, Expansion, Facility Management, Establishment of new systems and locations

- Directly reported to CEO with oversight of short- and long-term projects on all levels of the business, including business development strategy, organizing major pheno-hunts with nursery partners, interfacing with all regulatory bodies, managing facility renovations, preparing for and leading all inspections, hiring and training new employees across the organization, and ensuring efficiency between our three separate but intertwined facilities using clear communication, shared spreadsheets, METRC track-and-trace manifests, and intuitive custom systems for complete supply chain management
- Coordinated and represented the company at industry events and managed branding, product packaging and sales for Node Labs and Compound Genetics prior to assembling a sales and marketing team
- Maintained financial records and regularly filed state and local income, excise, sales & use and cultivation taxes
- Prepared and executed new client contracts and directly managed relationships with many of the most successful brands in California and internationally by coordinating information between the lab, nursery and clients regarding schedules and production timelines for all clients and nursery partners
- Mentored young women in the company in order to enhance their business skills and value to the company
- Implemented compliance for three license types with separate local and state regulations. This included providing education about the operations of tissue culture nurseries to inspectors and regulators, in addition to developing better protocols with METRC supervisors to create a more effective system of nursery reporting compliance

Organa Brands / Organa Labs

Operations Manager

August 2018-November 2018 • Berkeley, California

Managed the Colorado-based company's California Laboratory, Manufacturing and Distribution Facility

- Managed all daily operations for 35 employees and managers while balancing inventory levels with sales for optimum production efficiency in our order fulfillment and distribution process.
- On-site compliance officer responsible for maintaining our licenses, passing inspections, managing contractors for various building improvements to stay safe and compliant, with consistent product manufacturing and packaging
- Developed and executed new strategies to improve efficiency with oversight on all processes through ordering, manufacturing, testing, and distribution to bring a chaotic facility to a smooth flow in a short time

Elefante Inc

Director of Operations, COO

January 2018 - July 2018 • San Francisco, California

Beginning Production, Product R&D, Regulatory Compliance in a newly regulated San Francisco market, Operations, PR, Marketing, Events & Promotion, Sales, Distribution

- First employee hired to run all operations within the newly-formed company - from licensure to regulated sales
- Hired and managed contractors and employees to build the business into a fully functional, compliant, and staffed manufacturing facility with solid branding and a strong team on an efficient production and testing schedule
- Developed and maintained all company documents, SOPs, and structured systems for scaling operations

International Television Commercials, Corporate Content, Music Videos, and Web Series

Freelance Producer, Production Manager, & Production Coordinator

February 2012 to December 2017 • Los Angeles, California

Clients: 5th Thirds Bank, Adidas, American Family Insurance, AT&T, Ben & Jerry's, Bose, Brooks, Budweiser, Castrol, Department 26, Dodge, Fitbit, Ford, Gamefly, Gap, Gerber, GMC, Go Fund Me, Google, GoPro, Honda, Hyundai, Maker Studios, McDonald's, Modere, Moroccan Oil, MTV, Niantic Labs, NFL, Oberto, PetSmart, Privé, Proctor & Gamble, Raychell, Schweppes, Skybound Entertainment, Sony, Sunny Delight, Taco Bell, Toyota, Turner Classic Movies, US Navy, Vanguard, Verizon, Vizio, WellsFargo, WWF, Yamaha, and more

- Prepared for shoots by booking vendors, travel arrangements, crew members, and equipment rentals
- Created and managed shoot schedules, call sheets, and hundreds of purchase orders while building custom comprehensive purchase order books, pre-production books, payroll logs, and wrap books for each shoot
- Hired and managed production support and crew, arranged their daily tasks, and delegated responsibilities for daily success during prep, shoot, and wrap, while interfacing with the client and agencies to meet their needs