

Lisa Jurries

Profile:

Administrative and operations professional with 18 years supporting Founder & CEO Paresch Patel in high-growth technology and manufacturing environments. Experienced in coordinating cross-functional teams, managing OEM and contract-manufacturer communication, and supporting BOM and engineering changes. Ensures production stays aligned with timelines, quality standards, and delivery requirements. Skilled in maintaining accurate ERP and operational data and overseeing logistics and serialized inventory. Known for driving organized execution through clear communication, meticulous records, and proactive problem-solving.

Education:

Business Administration, Management Information Systems | Washington State University, Magna cum laude, 2026

Associate in Arts (AA-DTA) | Clark College, High Honors, 2024

Associate in Applied Technology, Web Development | Clark College, Honors, 2021

Certifications:

2024 Certified | Nonprofitready, Diversity, Equity & Inclusion Training

2024 Certified | SkillUp, Project Management Professional (PMP) Basics Certificate

2024 Certified | FreeCodeCamp, Responsive Web Design Certificate

2023 Certified | National Safety Council Adult First Aid, CPR & AED Training

2021 Member | Phi Theta Kappa Honor Society Alpha Sigma Phi Chapter

Relevant Experience:

Management Consultant | Fastfire Services in Vancouver, Washington

March 2013 – present

- Manage a part-time small services business, maintaining accurate data, digital content updates, client communication, scheduling, and invoicing

Operations Manager | PayRange, VendScreen, and Courtesy Vending in Portland, Oregon

April 2001 - July 2019 | Supported Founder & CEO, Paresch Patel across multiple organizations

PayRange (2014 – 2019)

- Acted as the primary liaison between engineering, leadership, and the contract manufacturer
- Managed BOM updates, component changes, firmware revisions, and supporting materials
- Scheduled production runs and reviewed samples to ensure quality and readiness
- Oversaw international logistics for serialized inventory, shipments, and returns
- Maintained accurate financial, operational, and equipment records in ERP systems

VendScreen (2010 – 2013)

- Supported engineering and operations through organized office workflows
- Managed vendor relationships and service contracts for daily needs
- Processed invoices and tracked expenses for accurate program data
- Coordinated material, equipment, and supply needs to support program tasks
- Participated in cross-functional discussions with engineers and the contract manufacturer

Courtesy Vending (2001 – 2012)

- Maintained organized systems, records, and contract documentation
- Served as primary contact for staff, vendors, and service providers
- Managed facilities operations, supplies, and vendor scheduling
- Supported financial workflows through invoice and reporting accuracy
- Tracked operational needs and communicated updates to keep workflows on schedule

LinkedIn: <https://www.linkedin.com/in/lisajurries/>