

Denis J. Jiménez

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Education

B.A. in Journalism

Indiana University
May 2015

Certified Salesforce Admin

Salesforce
March 2025

TEFL/TSOL Certification

International TEFL Academy
June 2018



Skills

- Project Management
- Salesforce Administration
- Data Analysis and Evaluation
- VS Code
- Microsoft Suite
- Python
- Technical Writing
- Adobe Design Suite
- Visual Storytelling
- Photography & Photo Editing
- Graphic Design (web & print)
- Copy Writing & Editing
- Content Creation
- Languages:
 - » English, *Native*
 - » Spanish, *Native*
 - » Italian, *B1*
 - » Polish, *A2*

About Me

Versatile professional with a background in project management, Salesforce administration, data analysis, culinary leadership, and creative design. Certified Salesforce Admin with experience managing complex data models and technical projects. As an Executive Chef, I developed and honed my project management and team leadership skills by overseeing daily operations, managing budgets, coordinating schedules, and leading cross-functional teams to deliver exceptional results. In my latest role as a Data Program Management Specialist, I applied these same principles to optimize Salesforce systems and streamline workflows. Adept at combining technical proficiency, creativity, and people-focused solutions to drive impactful results across industries.

Experience

December 2023 – June 2025

Data Program Management Specialist

Indiana AHEC network, Indiana University School of Medicine

Data Program management specialist with the Area Health Education Centers (AHEC) division of the Department of Family Medicine at the IU School of Medicine.

- Led cross-functional teams in the implementation and optimization of the Indiana AHEC Network's Salesforce platform, ensuring system functionality, data security, and organizational alignment with evolving business needs.
- Directed major Salesforce audit and optimization initiative, resolving over 20 technical challenges, streamlining system performance, and delivering solutions to support statewide program growth.
- Managed multiple projects simultaneously, including the coordination of 5+ external contractors, development of project timelines, and continual monitoring of progress to achieve successful outcomes.
- Oversaw the creation and submission of critical Health Resources and Services Administration (HRSA) reports, such as Annual Performance Reports (APR) and Evaluation Reports, ensuring accuracy and timely delivery in compliance with federal requirements.
- Automated complex processes by designing custom Python scripts, significantly reducing manual labor and increasing efficiency for key data operations (e.g., Indiana PLA data match).
- Collaborated closely with AHEC subcontractors and statewide partners, providing ongoing technical support, facilitating trainings, and fostering clear communication to ensure project momentum and stakeholder satisfaction.
- Developed and maintained comprehensive training materials, documentation, and dashboards to support end-users and leadership with actionable data insights.
- Maintained data integrity and quality standards through regular auditing and use of advanced tools (e.g., Plauti DC, Data Loader.io, Python Pandas), supporting continuous improvement initiatives.

November 2018 - September 2023

Executive Chef

Convivio Zionsville, Spiga LLC

- Led, managed, and trained a team of 35 service and kitchen staff, ensuring smooth operations and exceptional customer service.
- Developed and implemented seasonal menu items, recipes and kitchen procedures.
- Completed weekly staff schedule that meets labor budget.
- Monitored and maintained appropriate labor and food costs (~17%)
- Completed weekly food inventory for P&L review.
- Ensured cleanliness and proper sanitation of the kitchen.
- Lead training for proper storage, rotation, and labeling of all food products.
- Created and executed daily conceptual dish features.
- Created a passion-driven food and service environment for all staff.
- Conducted weekly review of recipe execution with kitchen staff.
- Negotiated pricing with food and supply vendors.

December 2017 - Present

Graphic Designer

Spiga LLC

- Designed promotional materials for Convivio, Caffè Buondi, and Spiga LLC, enhancing brand awareness and customer engagement.
- Designed Spiga LLC logo.
- Designed all new seasonal Convivio menus.
- Designed Caffè Buondi graphics template: menu, color palette, font package, menu item names, etc.

May 2018 - November 2018

Sous Chef

Convivio, Spiga LLC

- Executed all recipes as set by EC and DC.
- Assisted in creative development of menu items.
- Helped train new BOH team members.

January 2014 - November 2016

Culinary/Service Professional

Longhorn Steakhouse

- Support management team by providing key leadership support in assigned areas. Focus on the execution of systems, methods, and procedures during service to ensure great guest experiences.

July 2010 - May 2011

New Media Intern, New Media and Digital Communications department

NCAA

- Planned, produced, and edited multimedia content for ncaa.org site.

January 2010 - April 2010

Media Operations Group

ESPN

- Worked in Media Operations Group. Responsible for air checks and video quality as well as program ingesting and archiving of ESPN content that included games and studio shows. Worked with server-based video production and editing for most of ESPN platforms: ESPN, ESPN2, ESPNU, ESPN Classic, ESPN Deportes, ESPN NEWS.

July 2009 - July 2011

Sports Photographer

Hendricks County Flyer

- Covered high school sports around Hendricks County, Indiana.

January 2010 - April 2010

PR Intern

Boys Scouts of America, Crossroads of America Council

- Produced graphic content for BSA's Centennial Anniversary events. Shot video and photos for publication in various websites, TV, and print publications.