**CONTACT**

**EDUCATION**

2016

-

2018

**MASTER OF BUSINESS ADMINISTRATION**

**MARKETING EMPHASIS**

*University of Missouri-Kansas City*

* Entrepreneurship Scholars

**L J**



@gmail.com

2004

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2008

**BACHELOR OF SCIENCE**

**MARKETING AND BUSINESS MANAGEMENT**

*Northwest Missouri State University*

* American Marketing Association
  + President 2007-2008
  + Secretary 2006-2007



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www.linkedin.com/in/

Working as Department Coordinator for the Greater Kansas City Chamber of Commerce has allowed for the opportunity to develop invaluable skills that would serve as an asset to the Centurions Leadership Program. In this role, it is necessary to manage competing priorities with the ability to demonstrate attention to detail and accuracy. Proven skills such as communication, interpersonal, problem-solving, organizational, and planning have resulted in positive feedback and the opportunity to serve in dual roles, including that of Interim Centurions Manager. Demonstrated familiarity with, and passion for, the Centurions Leadership Program mean a trusted partner that is committed to the integrity of the program and its participants, as well as maintaining the legacy of the Centurions Leadership Program in Kansas City.

**EXPERIENCE**

FEB 2018

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PRESENT

**DEPARTMENT COORDINATOR**

*Greater Kansas City Chamber of Commerce, Kansas City, MO*

* Handle multiple, simultaneous events for both Centurions cohorts, as well as additional Civic and Community Initiative Committees such as the Real Estate Policy Committee
* Assist with day-to-day operations and manage competing priorities, acting in dual roles during peak-time of the Centurions selection process
* Coordinate communications including the weekly newsletter, pertinent emails, event signups, and surveys
* As Interim Centurions Manager, maintain operating budget and provide proposals for fiscal responsibility
* Collaborate with peers to incorporate Chamber initiatives into the Centurions program, such as Diversity and Inclusion and Healthy KC

**CAPABILITIES / SKILLS**

Microsoft Office

ChamberMaster

Centurions Website

Social Media

Budgeting

Multi-tasking

Email Marketing

Personable

Professional

Organized

Team Oriented

Self-Starter

Motivated

Plan and Execute

Detail Oriented

Solution Oriented

SEPT 2017

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FEB 2018

**OPERATIONS COORDINATOR**

*Raytown Area Chamber of Commerce, Raytown, MO*

* Act as an advocate for local businesses, startups, and nonprofits to further their interests and the interests of the Raytown community
* Create marketing materials, such as a newsletter, weekly e-mail, and member directory using Microsoft Publisher and Constant Contact
* Plan and execute monthly Chamber events and networking opportunities, which yields hundreds of attendees

**AFFILIATIONS**

2005

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2017

**MANAGER**

*Victoria’s Secret, Kansas City, MO*

* Managed daily operational tasks in a multimillion dollar business, all while balancing competing priorities with little to no supervision
* Analyzed business metrics and communicated goals based on trends, the needs of the business, and the needs of the customers
* Planned and drove the execution of complex events such as high value customer shopping events, semi-annual sales, and peak holiday events

**RAYTOWN EDUCATIONAL FOUNDATION**

*Raytown, MO*

**TOASTMASTERS INTERNATIONAL**

*Kansas City, MO*

* Advanced Leader Bronze
* Competent Leader
* Competent Communicator
* Vice-President Public Relations