

## **KRISTEN M. CHANDLER**

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### **QUALIFICATION SUMMARY**

An inspiring and creative marketing professional with a background in writing and a unique passion and energy for music. Highly organized, punctual, driven, and focused.

### **EDUCATION**

**Bachelor of Business Administration, Marketing** –Texas A&M University- College Station, TX   **May 2011**

Also pursued a minor in **English with an emphasis in Creative Writing**

- Philadelphia Sisters Christian Sorority- Led as worship chair, completed monthly service projects
- The Official Quidditch Team of Texas A&M (sports team) - Co-founder and Historian 2008-2011

### **PROFESSIONAL EXPERIENCE**

**THE BUFFKIN GROUP** – Nashville, TN

**2015-Present**

A retained search firm recruiting executives in Digital Direct Marketing, Healthcare, Technology, Digital Media, Financial Services and Non Profit serving public, private, venture and private equity backed companies.

#### ***Office Administrator/Marketing & Social Media Contact***

Originally hired to work primarily with remote partners to support their searches, with a secondary role of assisting Nashville partners.

- Role has grown to include several new aspects, such as marketing, writing, and PR projects
- Company marketing and social media contact
- Create and distribute press releases for candidate placements upon completion of a search
- Coordinate and distribute updates for various newsletters
- Manage company website/created copy for new company website
- Assist partners with tracking and giving firm-wide updates on searches
- Create and distribute job specs for new searches
- Write copy, create graphics, design, print, and distribute company promotional materials
- Approve all social media postings and ensure relevant company news is posted to our website and social media profiles
- Manage company mailing list
- Helped with creation of promotional sales deck
- Create/print/distribute candidate presentation books for client interview slate
- Schedule and manage candidate travel for client interviews
- Update and maintain candidate database system
- Assist with candidate generation when needed
- Manage company relevant search list
- Run education verifications for candidates
- Assist partners with candidate and position profile generation and editing
- Assist partners with relevant research as necessary
- Assist with other tasks as time permits

**BARNES & NOBLE** – Nashville, TN

**2013-2014**

#### ***Café Lead (Assistant Café Manager)***

Supervised Café staff, assigning tasks and duties for effective daily operations

- Planned and executed marketing for café events
- Planned and ran café events
- Monitored inventory and managed new orders
- Worked in the café taking orders, making drinks, etc.

- Worked cash registers, book floor, and monthly book stock

**KINGSLAND BAPTIST CHURCH – Katy, TX**

**2011-2013**

***Worship Librarian (Assistant to Worship Pastor)***

Planned and implemented organizational system for ministry files and records. Fulfilled orders for ministry-related products. Created and distributed music charts.

- Designed and created products for children's worship ministry
- Helped maintain budget and finance records
- Assisted with researching, planning, marketing, and execution of ministry events
- Assisted Worship Pastor with ancillary tasks and special projects

**TECHNICAL SKILLS**

**PC AND MAC OPERATING SYSTEMS:**

- |                    |                  |                        |
|--------------------|------------------|------------------------|
| • Microsoft Access | • Microsoft Word | • Photoshop            |
| • Microsoft Excel  | • ProPresenter   | • Microsoft PowerPoint |
|                    | • Cluen Encore   |                        |

**UNIQUE SKILLS AND INTERESTS**

- Interests: songwriting, creative writing (recently completed the writing/editing of a fiction novel), rock climbing, photography, traveling
- Language Skills: Basic conversational German