

KB

Kelly Boss

SUMMARY

Hello! My name is Kelly and I am a firm believer in: organization, attention and commitment to detail, and seeing projects all the way through. I have a really broad background in business/marketing and I want to continue to grow and develop that knowledge base.



479-372-8656



Kxboss83@gmail.com



www.linkedin.com/in/bossk83/

EDUCATION

Masters | Business Administration
Univ. of Arkansas, Little Rock
2013 – 2014

Bachelors | Marketing
Louisiana State Univ., Shreveport
2009 – 2013

SKILLS

Microsoft Office

Quickbooks

Social Media

Familiar with Adobe Illustrator

Familiar with Photoshop

Familiar with AutoCAD

PROFESSIONAL EXPERIENCE

Marketing Coordinator/Administration
Prevot Design Services | Shreveport, LA
July 2015 – Present

- Design and style print ads utilizing Adobe Illustrator
- Marketing & Social Media: Facebook and LinkedIn
- Assist with company credit card receipts, statements, and bank deposits
- Assist with LASB forms and marketing packages for new projects
- Assist with presentations for new project concept ideas
- Assist with AIA Construction Administration Contracts
- Responsible for maintaining overall office organization
- Responsible for keeping reception calendar up to date
- Responsible for managing all incoming phone calls
- FedEx and Mail Office Coordinator

Co-Director | 601 Spring | Shreveport, LA
July 2015 – Present

- Manage multiple vendors through the planning, load-in, and load-out process of an event
- Responsible for managing Quickbooks accounts for all clients; including all invoicing and bank deposits
- Responsible for giving tours of the venue to potential new clients and growing that relationship through the contract and event planning process
- Marketing & Social Media: Facebook, Instagram, Pinterest
- Create custom print ad designs utilizing Adobe Illustrator
- Create and style custom event signage
- Create customized floorplans with the use of AutoCad software for clients and vendor use
- Bridal Shows
- Assist with bridal photoshoots and styled photoshoots
- Oversee the opening and closing of the venue

PROFESSIONAL EXPERIENCE

Assistant Buyer | Dillard's Corporate Office | Little Rock, AR
October 2014 – April 2015

- Assisted in managing Dillard's watch inventory for all 277 store locations
- Assisted the buyer in maintaining vendor partnerships
- Investigated and responded to store issues/needs
- Responsible for planning direct mail pieces for watch promotions
- Helped execute in store sales associate promotional events

Assistant Business Manager | UALR | Little Rock, AR
August 2013 – October 2014

- Managed all sports credit cards that related to team travel, administrative travel, and recruiting
- Assisted in keeping QuickBooks accounts and monthly reports up to date for the athletic department
- Assisted with athletic scholarships

Color and Product Office Assistant | Earthbound, LLC | Bentonville, AR
May 2012 – December 2013

- Managed all incoming and outgoing samples, packages, and updated the product lifecycle software system, Flex PLM, as needed
- Assisted the product team with sample management and organization, including lab dips, pre-production, and production samples, and walk through displays
- Assisted with supplier communications and keeping the product calendar up to date

Project Intern | Walmart Visitors Center | Bentonville, AR
May 2011 – July 2011

- Created and organized a procedures binder containing necessary Visitor Center procedures and staff information
- Organized and helped arrange merchandise in the Walton 5 & 10
- Assisted in styling window displays for various summer events

ACHIEVEMENTS

Women's Soccer Captain
LSU-Shreveport | 2012

Women's Tennis Captain
LSU-Shreveport | 2012–2013

Phi Mu Treasurer

Phi Mu Panhellenic President

Order of Omega Honor Society

Chancelors List
LSU-Shreveport | 2009–2013

PERSONAL

Creative

Organized

Team Player

Motivated

Coachable

REFERENCES

Available Upon Request