



# Amber Killingbeck

COMMUNICATIONS SPECIALIST

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## CONTACT



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[www.linkedin.com/in/amberkillingbeck](http://www.linkedin.com/in/amberkillingbeck)

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## SKILLS

Public Relations  
Social Media Marketing  
Event Planning &  
Management  
Fundraising  
Visual Merchandising  
Volunteer Management  
Bookkeeping  
Press Release Writing  
Event Design

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## EDUCATION

Master of Arts:  
Communication & Leadership  
Studies  
Gonzaga University,  
Spokane, Washington  
Degree anticipated Dec. 2021

Bachelor of Arts:  
Organizational  
Communication  
University of Montana,  
Missoula, Montana  
Graduated May 2009

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## PROFILE

I am a self-motivated, detail-oriented professional with proven success in managing workers and volunteers. I have an extensive background in event planning and implementation; therefore, I am very effective in multi-tasking, working in fast-paced environments under intense pressure. Due to my highly inquisitive, creative and resourceful nature, I am able to learn new concepts, ideas and processes quickly.

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## EXPERIENCE

### VANESSA BEHAN CRISIS NURSERY

Development Coordinator / Spokane, WA / May 2016 – Present

- Development, administration, implementation, and evaluation of all fundraising and special events
- Evaluate, organize and implement special events that benefit the organization in accordance to agency philosophy, special events agreements and all approved accounting policies and procedures
- Solicit sponsorships of fundraising events under Development Director supervision
- Cordially and effectively work with staff, volunteers, sponsors, supporters and the media during fundraising events to provide the maximum benefit for the Nursery
- Serve as organization liaison for third party fundraisers

### BOARDMAN CHAMBER OF COMMERCE

Interim Executive Director/Boardman, OR/ Jan- April 2015

Assistant Director/Boardman, OR / 2012-2014

- Developed and executed a wide variety of Chamber functions
- Oversaw Chamber operations and financials
- Recruited, trained, coordinated, and managed volunteers
- Raised funds through events, grants, and sponsorships
- Designed the Annual Chamber Business & Visitor Guide
- Built relationships with business members and community leaders
- Designed and implemented traditional and social media marketing campaigns
- Merchandiser and buyer for The Store at SAGE Center



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## AWARDS

Scholar of the College  
of Arts and Sciences  
Outstanding Academic  
Achievement Award,  
2009

International  
Baccalaureate Program,  
Certificate, 2006

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## COMPUTER APPLICATIONS

Donor Perfect (CRM)  
WordPress  
Auction Maestro Pro  
Microsoft Excel  
Microsoft Publisher  
Adobe Photoshop  
Adobe InDesign  
Microsoft Power Point  
Microsoft Outlook  
Microsoft Word  
QuickBooks

## AGAPE EVENTS, INC.

Events Specialist / Richland, WA / Jan 2011-Aug 2012

- Designed and carried out weddings, fundraisers, social and corporate parties, and other events
- Developed and implemented promotional and marketing campaigns to build clientele
- Performed catering sales and services
- Provided exceptional customer service
- Participated in vendor and tradeshow exhibits and displays to build brand representation
- Built and maintained customer relationships

## INDEPENDENT CONSULTING

### BOARDMAN CHAMBER OF COMMERCE

Contracted Consultant /Boardman, OR/ Feb 2016-March 2016

- Assisting Executive Director with completing marketing projects and event planning
- Securing sponsorships and participants for events
- Writing content, selling advertising and designing layout for Chamber's Membership Directory & Visitors Guide
- Noting areas of improvement
- Training and writing job descriptions for new employees

### THE STORE AT SAGE CENTER/SAGE CENTER

Contracted Consultant /Boardman, OR/ June 2016

- Assisted the SAGE Center with transitioning ownership of The Store
- Trained new management in buying/receiving procedures, bookkeeping, consignment procedures and merchandising
- Trained store associates on the Point-of-Sale system and inventory management

## VOLUNTEER EXPERIENCE

- Missoula Food Bank
- The Missoula Poverello Center
- Kelly Jo Dowd Breast Cancer Awareness Campaign
- Ford Institute Leadership Program- Rural Development Initiatives