



Amber Killingbeck

COMMUNICATIONS SPECIALIST

CONTACT

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SKILLS

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

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.

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

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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AWARDS

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

International Baccalaureate Program, Certificate, 2006

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