

Karin M. Price

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EXPERIENCE

Vision Exhibits, Lincoln, NE — Production Assistant

AUGUST 2017 - PRESENT

Communicate with clients nationwide regarding shipments, show schedules, show orders and inventory.

Manage clients' exhibit inventory, including graphics, giveaways and literature; update Vision Exhibits' online inventory portal (Xhibitrak) and Storefront

Shipping/receiving: pull, pack and prepare exhibits for shipping; inspect components, graphics, and collateral upon return and update inventory.

Carrier coordination: schedule shipments with consolidated carriers and expedited services including UPS Campus Ship, prepare labels, complete and submit waybills. Track shipments and manage alternative delivery/pick up options when required.

Vendor communication: arrange installation/dismantle labor with outside contractors; order banner stands, table throws, graphics and small exhibits.

Show order management: research association and decorator sites for exhibitor resources and floor plans; complete and submit show orders, electrical drawings; provide copies of orders to client and I&D crew.

Responsible for keeping track of multiple clients' show schedules and deadlines. Follow up with alternative exhibit options when inventory is not available.

Promote Vision Exhibits via social media marketing: plan content strategy and schedule posts; design infographics using Canva; create tutorial and educational videos for YouTube channel and company website. Train supervisor how to post and share across media platforms and made recommendations to improve reach.

Office assistance: bookkeeping, create purchase orders, enter invoices, freight charges, and prepare records for accounting; open new project tickets, filing and follow through on job duties as assigned.

In-house events: Recommend conference sponsorships;; coordinate with conference associations; prepare and pack the company's exhibit and materials; and participate as booth staff, engaging with attendees and answering questions about the company's services and products.

Stay-At-Home Parent, Franklin & Nebraska City, NE—

MAY 2014 - PRESENT

Manage multiple schedules while coordinating transportation

Oversee finances and ensure family stays within budget

Create and Follow a meal plan based off of food inventory

Implemented a routine for housekeeping

SKILLS & ABILITIES

Ability to work independently or as part of a team

Enthusiastic interpersonal communicator

Experienced with both Macintosh and PC platforms

Proficient in Microsoft Office, Google Platform Software, FileMaker Pro, Canva, and social media platforms including Facebook, Instagram, You-Tube, and Snapchat.

Enhances client and consumer relationships with recommendations and superior customer services

Reliable to make and meet deadlines

Flexible and able to adapt in new environments

Familiar with Illustrator

Have met and surpassed sales goals in retail and direct sales markets

VOLUNTEER EXPERIENCE

Church of Jesus Christ of Latter-day Saints, Relief Society President- Nebraska City, Nebraska - April 2017-present

Work with women's ministry members, matching personalities to best serve the individuals, church and community.

Oversee meetings teachers, music and education of members; plan and teach lessons; meet Visiting Teaching goals of the church.

Assess welfare of families of the congregation and arrange for meal, health and financial

Pampered Chef, Nebraska City, NE— Independent Consultant

APRIL 2016 - PRESENT

Maintain inventory, bookkeeping, marketing, and earned Top Ten sales in my Advanced Director Team

Recruited hosts

Learn product information and features

Demonstrate products and encourage customer participation

Maintain a strong social media presence, including achieving most of my sales goals through social media.

Build my own team and lead them to meet sales goals.

Southeast Community College, Nebraska City, NE — Adult ESL Teacher & Certified BEST Test Administrator

OCTOBER 2015 - APRIL 2017

Developed and differentiated English as a Second Language Curriculum.

Assessed incoming students with the BEST Test and assigned them to appropriate level.

Taught lessons, assisted with progress through online learning on Burlington English and assessed progress.

Helped students with citizenship curriculum.

Education

University of Nebraska at Kearney, Kearney, NE — Postgraduate Coursework

JANUARY 2013 - MAY 2014

Coursework completed toward Initial Certification in Music Education

Nebraska Wesleyan University, Lincoln, NE — B.A.

AUGUST 2007 - DECEMBER 2010

Major: Music

Minor: Communication

assistance with team counselors and church leaders.

Meet regularly with the Bishop to coordinate, update and discuss needs of the women and church families to provide encouragement and support.

Organize events and parties, including selection of venue, caterer, menu, and entertainment; create themes, decor and promotions; coordinate event assistance and assign tasks; oversee set up and budget planning.

Research and plan activities to enrich members; obtain supplies and coordinate hands-on workshops for service projects.

Arrange and coordinate luncheons at regional events.

International Association of Business Communicators (IABC), Lincoln Chapter - Key Volunteer, Lincoln, Nebraska - August 2017-present

Support professional development leadership team by participating in planning monthly meetings & workshops

Providing set up assistance for monthly chapter meetings and annual workshop

Coordinate catering

Greet guests

Franklin Chamber of Commerce - Volunteer Community Member, Franklin, Nebraska - August 2012- October 2012

Founded and organized the Annual Trunk 'R Treat including marketing the event, location management with city officials, obtaining sponsorships and prizes