

Karri Buck

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Objective—To be an invaluable asset to an organization to obtain its short and long-term goals

Experience

Independent Business Consultant—Oakland TN Regional Chamber of Commerce

- Create content for Public Relations on social media
- Evaluate and provide strategies to implement best practices
- Software analysis & implementation (Glue Up, Your Membership, Growth Zone, Etc.)
- Building relationships with new members, bolstering relationships with current members
- Recruiting staff by verifying needs of the company with the compatibility of a potential employee
- Creating and coordinating events based on Chamber goals

Production Assistant—An Army of Normal Folks Podcast

- Assist podcast producer by coordinating guest schedules and connecting them with the team
- Support Public Relations efforts for guest-represented companies, enhancing brand visibility
- Listen to pre-released podcasts to gather content for social media and other media uses
- Fundraising to support a growing movement within podcast community

Membership Director—Fayette County Chamber of Commerce

- Recruited new members to Chamber of Commerce
- Organized the annual Gala for 250 people, successfully managing event logistics
- Built and maintained relationships with business owners, identifying and addressing their needs
- Wrote articles about businesses that are Chamber members as a part of a PR campaign
- Capitalized on relationship skills by successfully doubling memberships within the first month as director

Owner/ Operator—Rabbit Hole Creations

- Research and development of both candles and scents
- Hand-poured candles to ensure quality
- Managed social media, inventory and customer service
- Provided education to other candle makers on product creation, safety and logistics
- Formed customer relations to determine scent preferences for sales predictions

Education

Utah State University- January 2025- Remote Work Certification- Business Administration & Management

Oklahoma State University- Oklahoma City 2023- Paralegal Certification

Philip High School- Philip, SD – High School Diploma

Skills

- Typing 60+ words per minute accurately
- 20+ years experience in Quicken, Word and Excel
- Skilled in Public Relations Support
- Proficient in Google Workspace
- Experience with Constant Contact, Mail Chimp, Canva, Word Press, Asana & Trello
- Notary
- Highly adept in research and organizational skills
- Social Media content creation
- Accomplished managing multiple calendars and schedules
- Extensive experience with group travel planning and managing accommodations
- Thorough understanding of Growth Zone (Juno)
- Knowledgeable about fundraising processes
- Journalism in print and digital

References- available upon request