

KRISTIE CAMPBELL

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EDUCATION

University of Idaho – Moscow, ID Bachelor of Science in Psychology GPA: 3.5-4.0	Degree 2011
IECA Summer Training Institute Swarthmore College, Philadelphia, PA	2014
University of Idaho Coeur d’Alene, ID (Campus Outreach)	2007 to 2011
Western Governor’s University Salt Lake City, UT (Campus Outreach)	2004-2007
North Idaho College Coeur d’Alene, ID	2002-2004
University of Alaska, Fairbanks Fairbanks, AK (Correspondence)	2001-2002

EXPERIENCE

Woodbury Reports Inc. **1999-Present**

Job titles:

Advertising/ Marketing Rep/ Public Relations (12/2002 to Present)

Duties: Responsibilities include but are not limited to building and maintaining relationships with entire advertising client base, including keeping detailed records on each, designing advertisements and developing marketing strategies and campaigns. In addition, attendance at national and regional professional industry conferences was a necessary part of marketing to potential new clientele.

Assistant Director/ Office Manager (12/2002 to Present)

Duties: The overall responsibility is to ensure the smooth running of an office, including interviewing, hiring training and supervising the work of office staff, as well as bookkeeping, designing and implementing various policies of the office and marketing strategies and ensuring all supplies are kept stocked. Responsibilities also included ensuring all systems and services were fiscally responsible and functioning properly and that all clientele are satisfied with services. Additional duties included communicating the functions of the company to potential new, non-advertising clients and ensuring client confidentiality.

Bookkeeping/ Accounts Manager (12/2002 to Current)

Duties: Keeping detailed records on each client (including billing and Credit Card protection/ processing), vendor (including computer checks, bill pay and EFT), and employee (including direct deposit, standard payroll, healthcare, IRA, and both Federal and State taxes online and Federal deposit). Assigning and implementing AP, AR, and PR schedules. Experience includes converting accounting systems from Quicken/ Excel, to Peachtree, to QuickBooks, to QB Pro. Highly proficient in accounting systems and 10-key.

Editor/ Layout Designer (12/2002 to Present)

Duties: Responsible for selecting, editing and proofreading appropriate field-based content, essays, visit reports, new perspective articles on new programs or services in the industry, requesting and gathering all field-based content for multiple publications, completing advertisement, graphic and content layout by deadlines and formatting content for both print and online publications. Also responsible for uploading layouts to offsite printing companies and assigning color profiles and following specific schemas. Layout and Design includes professional brochures, business cards, media kits, flyers, booklets, magazines, newsletters, reference manuals, etc.

Independent Educational Consultant (8/2005 to Present)

Duties: Talking to parents who call in to explain how a consultation works, discussing my experience in a wilderness program and a therapeutic boarding school, sharing information about my visits to industry programs and continuing education attending seminars and classes. This job includes working with parents and professionals to

gather confidential information, research, and advise parents/ guardians of at-risk adolescents and young adults to assist in appropriate placement in a program for at-risk youth and young adults across the country. As a liaison between parents and programs, strict confidentiality is required.

Parent Referral/ Consultant in Training (12/2002 to 2005)

Duties: Talking to parents who call in to explain how a consultation works, discussing my experience in a wilderness program and a therapeutic boarding school, sharing information about my visits to industry programs to describe what I was as a professional. This job included internship as an Educational Consultant, helping gather pertinent information from families of at-risk adolescents and young adults to assist in appropriate placement in a program designed to help them and visiting schools and programs for at-risk youth and young adults across the country. As a liaison between parents and programs, researching programs and partaking in conversations with admissions departments, researching viable financial alternatives and advising the parent on appropriate options is an integral part, with strict confidentiality required.

Webmaster/ IT Systems/ Graphic Design (12/2002 to 08/2008)

Duties: Responsible for web creation, graphic design and build all advertisements in both print and internet format. Webmaster responsibilities included web page and site creation, domain hosting and registration, Search Engine Optimization, editing and uploading all files to multiple company websites. Duties also included administering programs such as a discussion forum, ad campaign, button software, online SQL databases and surveys and polls. In addition, IT services included programming a multiline phone system, servicing and maintaining company computers and technological equipment and creating and maintaining an intranet between the network server and all workstations.

Administrative Assistant (1999-2002)

Duties: Clerical such as filing, faxing answering phones, customer relations, data entry, industry research, proof-reading, essay writing, attending professional industry conferences, layout and design of reference book including gathering content and producing physical product.

ADDITIONAL PRIOR EXPERIENCE

Quality Inn, Kodak, TN – Housekeeping	1998-1999
BP, Strawberry Plains, TN – Nightshift Cashier	1998
Masonry Company, Kodak, TN – Apprentice	1997-1998
Merrita Bakery, Knoxville, TN – Production line	1997
Snyder’s Bakery (Currently Franz), Spokane, WA – Production line	1996-1997
Thermoguard Insulation Co., Spokane, WA – Secretary/ Assistant Bookkeeper	1996
Temp To Hire, Spokane, WA – Legal Secretary	1996
Steadly Furniture, Jefferson City, TN – Production line, per piece incentive	1995-1996

PERSONAL REFERENCES

Ginger Campbell – Mother In Law - 208-263-8523

Thea Reed – Family Friend- 208-267-2457

PROFESSIONAL REFERENCES

Brandi Elliot – CoFounder of Friends of Families Foundation - 951-315-8320

Larry Stednitz, PhD – Independent Educational Consultant, Woodbury Reports Affiliate – 805-772-4311

Andy Anderson, MRA – owner ISPA (Independent Small Programs Alliance) - 727-512-9144

TECHNOLOGY

QuarkXPress 8, Photoshop CS2, Paintshop, Animationshop, Adobe Professional, MS Office (Outlook, Word, Access, Excel, PowerPoint), QuickBooks, Quicken, IE, Mozilla, Chrome, FTP Voyageur, Note Tab, Picajet, Roxio, Dreamweaver, Dragon 12, Dropbox, Constant Contact, 10-key, multi-line phone system, Windows 95/98/ME/2000/XP, Facebook, Instagram, Pinterest, Etsy

MEMBERSHIPS

National Association of Therapeutic Schools and Programs (NATSAP) - Affiliate Member

American Psychological Association (APA) – Student Associate Member

Independent Educational Consultant Association (IECA) – Associate Member