

Kimberly Wyche

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Key Skills

Previous experience with sales, event planning and marketing

Excelled in call center sales environment

Skilled in various computer programs including MS Word and PowerPoint

Magazine/ newsletter editing

Upper basic level Spanish, including basic oral and written comprehension

Volunteer Activities

Recruited, trained and managed over 500 volunteers for Orlando American Cancer Society Event with 45,000 participants

Volunteered at Second Harvest Food Bank for Thanksgiving and Christmas Events

Education

Agnes Scott College
Decatur, GA
BA in Organizational Management and
Minor in English
3.3 GPA

SUMMARY

Ambitious professional with ongoing experience in travel sales, marketing, public relations, call centers and organizational management. Portfolio of achievements includes, event coordinator, publication editing, developing marketing ideas for clients and working effectively with various outside organizations. Recently, displayed leadership skills by managing hundreds of volunteers for American Cancer Society. Demonstrated ability to communicate effectively and work with cross-functional teams.

Professional Experience

Office Assistant
Travel Sales Agent

Associate

City of Orlando, BLUEPRINT Office, Nov-Present
Travel Click, June 2014-November
Trust International, July 2013- May 2014
Wyche & Associates Inc, October 2011-June 2013

Recent Job Highlights

- Initial eligibility determinations, B2know Diversity Management, and LCPTacker Compliance Systems
- Worked as travel sales agent representing various luxury hotels
- Wrote articles for newsletters, press releases and biographies of clients
- Served as event coordinator for clients such as the City of Orlando
- Worked directly with hotels to arrange transfers and vacation plans for clients
- Worked with Central Florida newspapers and secured press release and feature article placement
- Managed administrative duties for Public Relations agency
- Developed reports for future marketing purposes involving government relations, construction projects and crisis management
- Assisted in preparation of marketing collateral pieces and event set- up for clients
- Excelled in sales from a call center representing the travel industry

