

## Kate Kerr

Director of Marketing



Ms. Kerr has over 10 years experience in the office/administrative field. Ms. Kerr's specific day to day duties involve management, supply inventory, daily administrative work for the environmental department, marketing, advertising and sales, event planning, team building, staffing and recruiting, customer relations, marketing, advertising, training, report preparation, claim/invoice preparation, project management, customer relations, budgeting, scheduling, communications, and general office duties. Ms. Kerr also manages our website and is responsible for the design and creating of many of our in house forms and external marketing brochures and flyers. She is also responsible for sales and marketing and client relations.

### Experience:

**Envirotech**, 2005-Present, *Director of Marketing*  
**University of Texas at Austin, McCombs School of Business, Communications**, 2004-2005,  
*Administrative Associate*  
**Envirotech**, 2000-2005, *Executive Assistant*  
**Envirotech**, 1999-2000, *Receptionist/Clerk*  
**Farmington Convention & Visitors Bureau**, 1998-1999, *Intern*

### Training and Certifications:

- CPR/First Aid
- New Mexico Notary Public

### Capabilities:

- Marketing
- Advertising
- Sales
- Branding
- Management
- Budgeting
- Scheduling
- Website Development
- Communications
- Project Management
- Report Preparation
- Team Building
- Human Resources
- Staffing & Recruiting
- Supervising
- Customer Relations
- Training
- Corporate Events
- Event Planning
- General Office Duties

### Education:

SAN JUAN COLLEGE – Farmington, New Mexico  
Pursuing degree in Business Administration

- Completion of 56 credit hours

### Contact:

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