

KRIS KELLER, MS, PCLC, NCC

POST OFFICE BOX 142 • BOZEMAN, MONTANA • 59771-0142
406.600.8356 • KRIS.D.KELLER@GMAIL.COM • linkedin.com/in/kellerkris

Experience

Development Director, Bike Walk Montana

2016-2016

Served as Bike Walk Montana's second employee and first Development Director and remote staff. Duties included assisting the Executive Director, membership management, event coordination, interfacing with the Board of Directors, attending trainings and promoting the organization.

- Responded to member, donor and sponsor questions via e-mail, phone and social media
- Coordinated event staffing with Board members, other volunteers and business owners
- Attended events such as Montana Bicycle Celebration, promoting organization
- Researched grant opportunities, reviewed, edited and finalized submissions

Field Representative, Fluid Market Strategies

2012-2013

Supported the marketing of energy efficient products—energy efficient televisions, compact fluorescent bulbs, heat pump water heaters—traveling to over 110 Montana stores. Executed role as a remote employee by servicing retail stores and distributors throughout the state, working on several projects simultaneously, keeping marketing materials fresh and maintaining positive relationships within each store. To support goal of this position, assisting both retailers and clients in increasing sales volume, I:

- Educated store personnel using program-specific details
- Performed research tasks, including capturing visual information with photos
- Entered data regarding missing inventory, mis-priced inventory, by sku number
- Attended weekly team conference calls and regular energy efficiency trainings and webinars

Viewer Services Coordinator, MontanaPBS

2011-2012

Initial point of contact for viewership and other parties, and, internally serving as “the hub” of the station, working to ensure friendly and effective station operations. Position assumed office management tasks—ordering and tracking office supplies, troubleshooting printers, interfacing with service technicians and facilities staff, mail sorting and delivery, shipping—as well as station support:

- Responded to customer's programming inquiries, requests or complaints via phone, e-mail
- Researched and solved technical (reception) issues
- Updated membership database, Allegiance, including resolving member billing issues
- Managed program (DVD) sales of over 70 titles, including shipping and inventory
- Assisted with event coordination, managing invitations, RSVPs, and assisting with staffing

Additional Roles

- 2006-present *Substitute Teacher & Paraeducator*, Bozeman Public & Gallatin County Schools
- 2018-2019 *Therapist Intern*, Altacare of Montana
- 2006-2014 *Administrative Professional*, Express Pros
- 2008-2010 *Supervisor*, University Food Services / Residence Life, Montana State University
- 2007 *Program Administrator*, ASSE (American Scandinavian Student Exchange) International

Education

Master of Science in Counseling, Expressive Arts Therapy Emphasis Prescott College
Bachelor of Arts in Media & Theatre Arts, Photography Option Montana State University-Bozeman
Additional coursework: Writing, Web Design, Leadership, Working in the Helping Professions, Psychology
Social Media Marketing 101 (6 hours)