



Marlee Goodnight

Creative Communications & Brand Development Professional

About me:

I create connections by bringing seemingly unrelated things together to form something beautifully functional. I integrate...things, people, ideas. There is rarely a no, that can't happen when faced with a problem. You just need to look at it with fresh eyes, fresh viewpoints and enthusiasm. ♦ Rise Up, Persist & Prepare to Pivot ♦



Contact:

541-371-1357

marlee1968@gmail.com

Pendleton, OR 97801

<https://tinyurl.com/y39dcayo>



Education:

BACHELOR OF SCIENCE IN INTEGRATIVE STUDIES

Eastern Oregon University
LaGrande, Oregon
Attended : 2018-2020

ASSOCIATES OF ARTS & GENERAL STUDIES

Blue Mountain Community
Pendleton Oregon
Attended : 1990-2018

Key skills:

- ♦ Conceptualization & Creation
- ♦ Design Development
- ♦ Branding & Marketing
- ♦ Promotion Development
- ♦ Organization & Implementation
- ♦ Protocol Development
- ♦ Prioritization & Execution
- ♦ Persuasive Correspondence
- ♦ Research & Purchasing
- ♦ Evaluation & Development
- ♦ Integration & Revitalization
- ♦ Facilitation & Clarification

Professional Experience:

First Christian Church, 215 N Main, Pendleton, OR 97801 541.276.5358 August 2005-Now

I currently handle all the office needs, such as document production, web design, church & office supplies and maintenance of all social media outlets. I maintain the online event calendar and membership systems plus create and design all needed church documents and created a branding system for the various special events. I am also the Financial Secretary for the church, handling the accounts receivable side of the financial information within QuickBooks. I develop the marketing system for special projects for a variety of team needs, including Stewardship Campaigns.

Self Employed, 71090 Appaloosa Lane, Pendleton, OR 97801 June 2001-March 2020

I had a retail venture in a vintage merchandise space plus I made furniture to sell and created a food product line under the Cayuse Cowgirl & BBQ Buckwild brands I developed. Additionally, I did the bookkeeping for my personal business and in the past for Stephens Paper and Supply, a janitorial supply company that was in Pendleton. I handled all the bookkeeping with the QuickBooks system. For my retail ventures I developed the brand and also the brand's marketing strategies for social media. In addition, I became certified with the State of Oregon for a domestic kitchen and produced all of the USDA approved food product labels & the associated marketing materials used for the BBQ Buckwild & Cayuse Cowgirl lines.

Picket Fences, 239 SE Court, Pendleton, OR 97801 541.276.9515 October 2000-June 2002

I was employed as the Assistant Manager. I handled customer service, store arrangement and merchandising as well as a portion of the store bookkeeping. I was also entrusted with helping to select the merchandise brought into the store. I enjoyed handling the sales and found I had a knack for helping people feel comfortable and finding what item(s) were right for them. I also was able to expand my knowledge of design and learned a bit about antiques and vintage merchandise.

AmeriTitle, 112 SE Court, Pendleton, OR 97801 541.276.2010 January 1993-October 2000

My final position was that of Recorder/Bookkeeper. I was the final checkpoint in the preparation of the necessary documentation for real property transfer of title and financial documentation such as Deeds, Mortgages and Deeds of Trust. Additionally, updated the status of the individuals involved as to judgments and any interim transactions in the County & OJIN -the State judgments database. After doing all this I set up the final title insurance binder. My Bookkeeping position required making transactions for both the AR & AP. I trained several people for the company in the setup of the accounting program which I helped to organize and input. Handled the monthly statistics and created associated reports for those and company income. I was cross trained in other positions in the company as well. I ordered all office supplies after researching pricing on them plus handled troubleshooting of the phone systems, copy machines & computer system. I provided services to the public on a regular basis, getting necessary hard copies of terms of their transactions, helping them understand documentation, the status of their property or potential property. Was also a Notary Public for the State of Oregon.