

# Christie Pruitt

308 Seco, Portland, TX 78374

(361) 633-7418

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## Professional Summary

Over ten years management experience with successful operation of staff, programs, and fiscal growth. Over seven years of Chamber of Commerce experience through position on Executive Board of Directors and employed as Membership Director. Proven successful customer service and public relation skills.

## Core Qualifications

- Successful with controlling expenses & budget compliance.
- Ability to grow chamber membership and maintain cohesive relationships between the chamber city and school district.
- Successfully manage chamber volunteers & leadership programs to further chamber mission.
- Special Event & Festival implementation with both existing events and development of new events.
- Bachelor's Degree in Business Administration. TCCE attendance to further chamber education.
- Computer experience including Microsoft Office, Outlook, and management of chamber software.

## Experience

Membership Director	08/2013 to Current
Portland Chamber of Commerce	Portland, TX

- Responsible for business recruitment & retention; increased membership 20%.
- Build rapport with city employees, city council & local school district. Represent chamber at city council meetings & other economic development meetings & events.
- Implement goals presented by Board of Directors. Oversee various programs including Leadership Portland, Chamber Ambassadors, and various chamber events.
- Coordinate Member of the Month and Ribbon Cutting presentations.
- Produce marketing material utilizing Constant Contact, Microsoft Publisher & PowerPoint. Update chamber website and social media.

Realtor	05/2010 to 08/2013
Century 21 Lee Real Estate	Portland, TX

- Built personal clientele through networking, marketing and advertising.
- Coordinated showings, inspections & drafted sales contracts on demand.
- Negotiated terms of contract by working with several entities for a successful closing.
- Problem solved hindrances, dissolved objections and met deadlines.

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## Experience (continued)

Administrative Assistant  
Aransas Pass Chamber of Commerce

04/2009 to 03/2010  
Aransas Pass, TX

- Acted as first contact in Visitor Center; promoted tourism.
- Assisted in overnight trade shows.
- Followed up on membership dues collections, recruited new chamber members.
- Transitioned as Board of Director when Realtor's license was obtained. Created strategic goals to support chamber mission.

Store Manager  
LifeWay Christian Stores

07/2003 to 01/2009  
Abilene & Houston, TX

- Led a staff of thirteen, organized & conducted sales meetings. Motivated staff with one on one training, resolved employee issues. Responsible for hiring and promoting staff.
- Built rapport among local churches / clients through outside sales visits, led successful promotional workshops to introduce new products, closed sales.
- Participated on local church association board as a liaison, grew sales of Abilene store over a four year period.
- Controlled expenses, verified daily sales goal was met, and reported financial statements to regional director.

## Education

BBA: Marketing / Business  
University of Houston  
Graduated Summa Cum Laude, GPA 3.9/4.0

2003  
Houston, TX

## Professional Affiliations

- Mentor for Dress For Success, Corpus Christi
- Graduate of Leadership Portland, Class 9
- Graduate of Leadership Aransas Pass, Class 1