

Karen Laible

130 Bayview Drive Oakdale, NY 11769 516-361-4886

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Extensive experience managing all aspects of large and medium scaled events and project. Successfully builds relationships with clients, staff, and students. Ability to problem solve, research issues, and provide viable working solutions. Strong interpersonal and communication skills; Energetic and professional with a history of proven results. Solid computer skills with an ability to quickly understand new technologies. Proficient with Microsoft Word, Outlook, Excel and PowerPoint. Internet and social media knowledge. Self-motivated with strong leadership skills.

Skills

- Event Planning
- Sales
- Volunteer Recruitment
- Strong Organizational skills
- Customer Service
- Data Entry
- Payables and Receivables
- Email Marketing
- Social Media Promotion
- Website Maintenance
- Knowledge of MS Office and Quick Books
- Certified aerobics instructor/ CPR certified
- Various Clerical Duties

Employment History

Race Director

Tri One On, Port Washington, NY October 2015-Present

Responsible for all facets of running a triathlon/running race. Event Planning, staff management, venue promotion, course layout, and logistics.

Event Manager

Competitive Events Group, Lindenhurst, NY May 2012-September 2015

Handled volunteer coordination, marketing, publicity, and venue review. Maintained strong relationships with sponsors and professionals such as fire departments, life guards, and race captains and officials.

Non Profit Director

Strong Island Kids, Lindenhurst, NY January 2013-September 2015

Event Planning, Strategic planning, fund allocation and solicitation

Volunteer Coordinator

Competitive Events Group, Lindenhurst, NY August 2011- May 2012,

Event planning, sales, recruitment and training of volunteers

Assisted Sales Representative-P/T Oct-Jan 2012- 2015 (Seasonal)

BDS Marketing, Bay Shore, NY

Sales position on a retail floor offering expert advice to customers on specific brands for shoppers. Required

deep product knowledge, outgoing personality, and an ability to close a sale.

Instructor February 2010-Present

Various Gyms, Suffolk County

Contracted to instruct spin and aerobic classes at various gyms. Coordinate, lead, and plan for individuals and group classes daily.

Administrative Assistant

Bedrock Building Supply, W. Babylon, NY January 2002 – December 2011

Handled a wide range of office duties including some sales and collections. Heavy phone work.

Photographer /Sales associate P/T Seasonal

Kiddie Kandidates, Bay Shore, NY Oct-Jan 2004 - 2006

Child and family photographer requiring sales skills to offer numerous packages to clients.

Education History

- CW Post Graduate School of Psychology Ongoing
Completed 28 credits in MA/PsyD Program, research assistant
- University at Stony Brook 1999
BA in Psychology
- Suffolk Community College 1996
AA Liberal Arts with Distinction