



Kim Guyer

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Essential skills I can bring to your office: high efficiency; a passion for meeting deadlines; clear and direct communication; an easy nature; and a positive attitude!

Work Experience

Vertical Road, LLC

- 5/20 - Present: Owner

Nature photography emphasizing hiking and the natural world. Responsible for all photography, social media presence, marketing, sales, and billing.

Creative Center

- 10/04 - Present: Executive Director
- 8/99 - 10/04: Administration / Accreditation Compliance / Instructor

Responsible for day-to-day operations of the college. Regular duties include accreditation compliance for both government and independent accreditation bodies and acting accreditation liaison; copywriting, editing and proofreading of all internal documentation as well as external marketing materials; instruction for two courses; personnel and records management; course scheduling on a semester basis, including the hiring, firing, and payroll verification of all adjunct faculty; employee evaluation and review; event coordination; oversight of admissions, student services, and career services departments.

- Since taking the Executive Director position, zero formal student complaints to any accreditor (17 years).
- Consistently receive high marks in student evaluations.
- Well-versed in working with many “moving parts” over long periods of time.

Freelance Proofreading and Editing

- 5/13 – 12/16

Responsible for proofreading and editing existing copy; writing or rewriting needed copy; formatting; and checking the general layout for readability and clarity.

Dotzler Creative Arts

- 9/98 - 10/04: Project Manager
- 7/94 - 9/98: Production Artist/Estimator

Responsible for coordination and scheduling of design projects from initial design through printing. Regular duties included customer service and client liaison with the studio; creation and management of internal filing and documentation systems; estimation and proposal of design projects; oversight and supervision of personnel; creation and implementation of new-employee orientation procedures; copywriting, editing and proofreading; and production and prepress services for creative projects.

Freelance Graphic Designer

- 1995-2002: Sacred Heart Freedom Choir

Responsible for the design, production, and coordination of miscellaneous identities and CD packages for the church choir and its members.

Computer Knowledge

- MAC and PC operating systems
- MS Word
- PowerPoint
- MS Excel
- QuarkXPress
- InDesign
- Photoshop
- FileMaker Pro

Education

University of NE at Kearney

- 1994: BFA in Commercial Art (Cum Laude, with honors)

Organization & Community Involvement

Jane Austen Society of North America (JASNA) - Nebraska

- 2017-present: Member; Planning Committee; Social Media Coordinator
- 1/2018: Historical Context Lecture (with Evelyn Schmidt)
- 7/2018: Personalities in Austen Literature

St. James Seton Parish Adult Choir

- 2010-present: Member/Cantor

AAF Omaha

- 2005-present: Member

Accrediting Commission of Career Schools and Colleges (ACCSC)

- 2014-2020: Team Leader

Nebraska Department of Education Tuition Recovery Cash Fund Advisory Committee

- 2009-2012

Nebraska Private Postsecondary Career Schools Advisory Council

- 2009-2012

Northwest High School PBO (Parent Booster Organization)

- 2020-present: Member
- 2015-2019: Member
 - 2018-2019: Secretary

Morton Middle School PTO

- 2017-2020: Member
- 2013-2015: Member

Masters Elementary School PTO

- 2006-2017: Member;
 - 2016-2017: Secretary
 - 2010: Masters Hall of Fame Award
 - 2008-2010: President
 - 2007-2008: Vice President

March of Dimes

- 2008-2018: March for Babies Logistics Committee Member
 - 2013 & 2014: Committee Chair

American Red Cross

- Donated over six gallons of whole blood

Personal Recommendations

Ray Dotzler

- President of the Creative Center
- Supervisor from 1994-present
- Email: ray_d@creativecenter.edu
- Phone: 402-898-1000 x214

Richard Caldwell

- Co-worker from 2010-2019
- Email: richard.caldwell@gmail.com
- Phone: 402-639-5463

Dr. Diane Rivers

- Co-worker from 2015-2018
- Email: dwellsrivers@gmail.com
- Phone: 402-618-7306

Susan Paley

- Co-worker from 2007-2013
- Email: susanpaley1@me.com
- Phone: 402-880-6583