

Kimberly Tull, PMP

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Education:

Southwest Baptist University (1997-2001)

Bolivar, Missouri

Graduation – May 2001

Bachelor of Science degree in Business Administration.

Concentration in Marketing/Management.

Labette County High School (1993-1997)

Graduation – May 1997

Experience:

The Mathis Group, Inc. Pleasant Hope, Missouri.

November 2002-Present.

Vice President of Marketing and Product Development

Marketing

-Maintain relationships with existing customers through regular contact.

-Maintain all databases for marketing and providing contact information to the sales department.

-Create marketing materials, newsletters and special reports for penetration marketing with customers.

-Gather market and customer information.

-Review own marketing performance.

-Make accurate, marketing calculations.

-Feed future sales needs back to sales.

Product Development

-Create new products and coordinate with the technology officer for various publications for marketing of the product.

Curriculum Design Support

-Research and write curriculum on an as needed basis.

-Edit content and design workbooks.

Sales Support

-Edit and revise sales material/proposals as needed.

-Coordinate with sales to make sure high potential prospects are included in the marketing efforts.

Professional Certifications:

PMP (Project Management Professional) Certification from Project Management Institute, June 2012

PMI-ACP (Agile Certified Practitioner) Certification from Project Management Institute, June 2015

Mid-Missouri Bank, Bolivar, Missouri.

June 2001-October 2002.

Teller.

- Filled and balanced 5 ATM's.
- Accurately completed deposits/withdrawals for customers.
- Customer service.
- Answered incoming calls.

Labette County Medical Center, Parsons, Kansas.

June 1998-March 2001.

Transcriptionist.

- Accurately typed dictation for 20 doctors.
- Filed records to current and past charts.
- Answered incoming calls and took messages.

Southwest Baptist University, Bolivar, Missouri.

August 1997-May 2001.

Receptionist, Student Life.

- Answered/transferred calls at dorm office with 138 students.
- Greeted students, prospective students and parents.
- Filed mail.

Altamont Pharmacy, Altamont, Kansas.

August 1995-August 1997.

Pharmaceutical Technician.

- Customer service.
- Placed pharmaceutical orders.
- Filed insurance.
- Trained new employees.

Internship:

Citizens Memorial Hospital, Bolivar, Missouri.

January 2000-May 2000.

Community Relations

- Gained research for hospital grant by phone calls, writing letters and utilizing the Internet.
- Assisted team members with additional projects.
- Answered phone calls, questions, and took messages.

Professional Memberships

- Member of Project Management Institute
- Member of Southwest Missouri PMI Chapter