

# Makenzi Chrestman

## DIRECTOR

### Summary

I am currently the Director for the Crittenden County Library System. I am also a full-time student at the University of Memphis working to obtain my Bachelor's degree in Business Administration with a focus on marketing. Having worked in retail and office settings, I have developed strong communication and teamwork skills. My organization and attention to detail makes me a valuable asset to any team.



Kenzi2787@gmail.com



makenzichrestman.com

### Skills

- Strong Communication
- Multitasking
- Organization
- Teamwork
- Leadership
- Problem-Solving
- Computer Literacy
- Web/Social Media Design
- Attention to Detail
- Customer Service

### Education

#### BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

University of Memphis

2022 - Present

Expected Graduation Date: December 14, 2025

### Experience

#### DIRECTOR

Crittenden County Library System

2021 - Present

- Director – April 2025 - Current
  - Supervisor of all 7 branches of the Crittenden County Library System.
- Assistant Director -- August 2023 - April 2025
  - With this role I do more behind the scene activities such as accounts payable, manage branch circulation, state reports, social media activity, and book ordering and processing.
- Library Associate (FT) -- January 2023 - August 2023
  - With this role I took on more responsibilities such as managing the children's section, assisting with story time, and opening/closing responsibilities.
- Library Associate (PT) -- November 2021 - December 2022
  - With this role I assisted patrons on the computer, shelving books, checking books in and out, along with anything else asked of me by my supervisors.

#### SALESCLERK

House of MJ

2020 - 2022

- Duties included,
  - Ordered and processed new products
  - Took phone calls
  - Worked the cash register
  - Managed the social media

#### OFFICE ASSISTANT

F&F Construction

2019 - 2021

- Duties included,
  - Filed paperwork
  - Confirmed subcontractor agreement balances
  - Data entry
  - Client Deliveries
  - Vendor follow-up calls