

## Amy Woodard Kemp

### EXPERIENCE

#### **Guilford County School System**

**October 2023-Present**

##### *Tutor*

- High Impact tutor at Jones Elementary School, 2<sup>nd</sup> and 3<sup>rd</sup> grades
- Tutored all of the second grade traditional students in English/Reading in 2023-2024 school year
- Tutored two fourth grade traditional students in Math during the 2023-2024 school year
- Tutored several students from the two traditional third grade classrooms and from two of the Spanish Immersion classrooms in English/Reading during the 2024-present school year

#### **North Carolina Association of REALTORS®**

**January 2015-December 2022**

##### *Member Engagement Assistant*

- Assisted in planning and delivering three large meetings, including an annual convention of over 1,000 attendees as well as several smaller events
- Collaborated with various departments to ensure successful launch and production of events
- Managed event registration through CVent software
- Researched and presented options for event locations
- Facilitated virtual meetings throughout the pandemic years
- Worked with Business Development to create a sponsorship package for annual convention

#### **North Carolina Association of REALTORS®**

**January 2016-December 2022**

##### *NC Property Management Division Staff Liaison*

- Managed the NC PMD Division of 300 members
- Worked with Board of Governors to facilitate education and events for the division
- Responsible for planning and delivering meetings and planning sessions
- Ensured all administrative logistics pertaining to the division were current

#### **North Carolina Association of REALTORS®**

**August 2018-December 2022**

##### *Diversity Committee Staff Liaison*

- Supported and implemented Diversity, Equity and Inclusion (DEI) efforts and initiatives of the association
- Collaborated with The Diversity Movement (a professional training and consulting firm) to make a larger impact and create a broader reach to association members by facilitating and utilizing member surveys, focus groups and one-on-one listening sessions with smaller regions throughout NC.

#### **Volunteer**

**November 2006-January 2015**

*St. Pius X School and Church, Guardian ad Litem Program/NC Court System, Gate City Tennis, Salem College, Women's Resource Center, Guild of Family Service*

- Held various positions on PTO and School Board at St. Pius X School
- Newcomers Committee, Consolation Committee, Dining for Friends Committee, Backpack Beginnings Committee
- Guardian ad Litem for children in foster care. Investigated cases, attended meetings with DHHS personnel, observed visitation, created court reports, and spoke on behalf of the children in court.
- Commissioner over two divisions of Gate City Tennis. Communicated with all captains in each division through the season to ensure scores entered, rules followed and problems solved. Worked with the Executive Committee to change policy and enforce rules.

- Regional Vice President for Salem College Alumnae Board. Attended meetings, assisted in planning events, facilitating change and promoting Salem College to alumnae, prospective and current students.
- Committee member for Men Can Cook Event through the Women's Resource Center. Solicited sponsors, chefs and silent auction items.
- Co-chaired Love Serving Love Event for Guild of Family Service. Solicited sponsors and donors, coordinated with Koury Convention Center, worked with a committee to ensure all goals of the 400 person event were met.

**Event Solutions of the Triad, LLC**

**January 2007-March 2011**

*Partner/Founder*

- Planned and executed events for associations and corporations
- Negotiated contracts with hotels, speakers and sponsors
- Coordinated onsite facilitation
- Managed North Carolina CRS Chapter with over 700 members

**North Carolina Association of REALTORS®**

**September 2001-November 2006**

*Meeting Planner*

- Responsible for planning and delivering three large meetings, including an annual convention of over 1,000 attendees
- Developed marketing materials for the annual convention
- Facilitated education programs across the state
- Researched and presented options for annual convention locations
- Assisted in contract negotiations for large meetings
- Worked with Business Development to create a sponsorship package for annual convention

**North Carolina Association of REALTORS®**

**February 2002-November 2006**

*NC CRS Chapter Administrator*

- Managed the NC CRS Chapter of over 900 members
- Worked with Board of Directors to facilitate chapter activities and responsibilities
- Liaison to the National Council of Residential Specialists
- Accountable for planning and managing the chapter's budget and strategic plan
- Responsible for planning and delivering meetings and planning sessions
- Responsible for all administrative logistics pertaining to the chapter

**EDUCATION**

**Bachelor of Arts in Communications**

**Salem College, 1994**

*References Available Upon Request*