

# Jennifer Dyer Buddin

Communications, Operations, Development Expert

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## EXPERIENCE

### Every Busy Woman LLC, Charleston, SC – *President*

January 2009 - PRESENT

Communications firm specializing in operational development, strategic planning, and task management and execution.

### LBB LLC – *President*

January 2003 - July 2010

The franchisor of The Little Black Book for every busy woman®, [www.EveryBusyWoman.com](http://www.EveryBusyWoman.com). Franchise development, sales, and training for franchisees.

### The Little Black Book for every busy woman® – *Vice President*

July 1999 - July 2010

Co-founder and publisher of a quarterly directory distributed for free throughout the Charleston, SC metro area.

## EDUCATION

### College of Charleston, Charleston, SC – *Media Communications*

August 1995 - May 1999

### Gainesville High School, Gainesville, GA

August 1991 - May 1995

## NOTABLE PROJECTS

### The Little Black Book for every busy woman – *Charleston*

Published and distributed 30 issues of women's directory, including layout and design management; sales team management; printing and distribution. Developed franchise system and established publications in 6 states under the business model.

### Mercedes Benz Van Lines - *North Charleston*

Developed employee's uniform-ordering website, with complex ordering structures.

## SKILLS

- Operational Development
- Sales Training
- Marketing & Public Relations
- Project Management
- Event Planning & Execution
- Website Development & Design: WordPress, Joomla, SquareSpace
- Adobe Design Suite: Illustrator, Photoshop
- QuickBooks
- Google AdWords
- Google Business Suite
- Microsoft Office Suite
- Comedy Improv
- Public Speaking

## AWARDS

Charleston Regional Business Journal's "Forty Under 40" Award (2005)

Stiletto Woman Magazine's "25 Amazing Women of the Year" (2010)

## OTHER

Comedy Improviser at Theatre 99 (Charleston, SC); Just the Funny (Miami, FL)

Volunteer: Charlestowne Estates I Neighborhood Association; Coach - St Andrews Recreation Department; National Foundation for Teaching Entrepreneurship; Project Illumination; Old Towne Charleston District Task Force; Charleston County Distinguished Young Women Scholarship Program; Center for Women