



Dawn Hyndman · 3rd

Office Manager at Alloplastic Reconstruction, Inc | Kaczkowski, Inc

Little Rock Metropolitan Area · 500+ connections · [Contact info](#)

**Alloplastic Reconstruction
Inc | Kaczkowski Inc**



**Georgia State University - J.
Mack Robinson College of...**

Experience

Office Manager

Alloplastic Reconstruction Inc | Kaczkowski Inc

Oct 2018 – Present · 2 yrs 8 mos

Little Rock, Arkansas Area

Writer/Editor | Digital Marketing Strategist

Aug 2011 – Present · 9 yrs 10 mos

Global

Promoting products, services and events using database-driven online distribution channels .

Writer / Editor for Terracon Consultants, Inc., Ackerman's Fine Art, LLC NY | Marketing for Pete & Shorty's Iowa Bistro, Ackerman's Fine Art, LLC NY, Southern Living Magazine ...see more

Student

Georgia State University: J. Mack Robinson College of Business

Jan 2010 – May 2011 · 1 yr 5 mos



Corporate Services Representative

Terracon Consultants, Inc.

Jul 1999 – Jul 2009 · 10 yrs 1 mo

Greater Atlanta Area

Accounting

Boyd & Associates, Inc.

Jun 1998 – Apr 1999 · 11 mos

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Education



Georgia State University - J. Mack Robinson College of Business

Business Administration, Management and Operations

2010 – 2011

Activities and Societies: Georgia State University MyRobinson (Sharepoint~Web 2.0) Steering Committee 2010-2011~Atlanta GA



Florida State University



Accounting
1981 – 1982
Activities and Societies: Florida State University Golden Chiefs



Tallahassee Community College
Associate of Arts (A.A.), Accounting
1983 – 1985

Licenses & certifications

Notary Public - Arkansas

Arkansas Secretary of State Mark Martin
Issued Jan 2019 · Expires Jan 2027
Credential ID Commission # 12706314

Volunteer experience

Board Member

Central Arkansas Trail Alliance (CATA)
Feb 2018 – Feb 2019 · 1 yr 1 mo
Environment

Following International Mountain Bicycling Association (IMBA) trail building guidelines and working closely with state and federal land managers, other outdoor recreational clubs in Arkansas and IMBA staff to providing safe access, sustainably, building and maintaining quality trails in Central Arkansas.



Board of Directors: Marketing Director

RAMBO (Roswell, Alpharetta Mountain Bike Organization)
Feb 2014 – Dec 2014 · 11 mos
Health

Coordinate and execute marketing plans collaborated with the Membership and Communications Directors. Duties include solicitations to prospective vendors, organizational donors and SORBA/RAMBO members; as well as, organize volunteer and donation campaign at RAMBO Events for the RAMBO Chapter of IMBA/SORBA.

<http://www.rambo-mtb.org/>

Board of Directors / Executive Committee (Art Partners): Communications & Marketing

High Museum of Art
Jul 2013 – Jun 2014 · 1 yr
Arts and Culture

Serve on the Board with Marketing Art Partners Events through Social Media (FaceBook, Pinterest), and distribution of media materials, E-Newsletters and Event Planning.

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Skills & endorsements

Management · 17

Marko de la Garza and 16 connections have given endorsements for this skill

Program Management · 12

Endorsed by 2 of Dawn's colleagues at Terracon

Leadership · 9

Marko de la Garza and 8 connections have given endorsements for this skill

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