

Kandyce Seeden

Auction Coordinator

Profile

I am an experienced Auction Coordinator with over 5 years of experience in the industry. I have a proven track record of coordinating successful auctions and events, and have a keen eye for detail. I am passionate about my work and take pride in ensuring that all auction projects are executed flawlessly. I am highly organized and efficient, and possess excellent communication skills which allow me to liaise effectively with clients, vendors, suppliers and staff.

Employment History

Auction Coordinator at J.P. King Auction Company, MD

May 2022 - Present

- Successfully coordinated and executed 50 auctions, raising a total of \$4 million for the charity.
- Worked with high-profile clients and vendors to procure auction items, including experiences, vacation packages, and one-of-a-kind items.
- Maintained positive relationships with donors by providing excellent customer service.
- Created marketing materials for each auction, including email blasts, social media posts, and print ads.
- Recruited and trained 100+ volunteers to help with set-up, registration, check-out, and other duties on auction day.

Assistant Auction Coordinator at Auction.com, MD

Aug 2017 - Apr 2022

- Increased efficiency by implementing a new organizational system for the auction process.
- Streamlined communication between departments by creating a set schedule of updates and reports.
- Negotiated with vendors to lower costs of necessary supplies by 20%.
- Developed relationships with key stakeholders and partners, resulting in increased participation in future auctions.
- Managed promotional efforts for the auction, leading to a 30% increase in attendance.

Certificates

Certified Auction Coordinator (CAC)

Feb 2021

Certified Estate Sales Specialist (CESS)

Oct 2019

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📍 Brown Street, Baltimore, MD 21224

Education

Bachelor of Science in Business Administration at University of Maryland, College Park

Aug 2012 - May 2017

I've learned how businesses operate and how to manage different aspects of a business.

Links

[linkedin.com/in/kandyceseeden](https://www.linkedin.com/in/kandyceseeden)

Skills

Communication

Organization

Time Management

Customer Service

Sales

Marketing

Languages

English

Arabic

Hobbies

Organizing

Crafting

Decorating