

# Kimberly E. Oderkirk

7439 Millwood Drive · West Bloomfield, Michigan 48322 · 248-388-4605  
koderkirk@gmail.com

---

## Profile Summary:

As an Executive Vice President of a nonprofit trade association, I am skilled at performing duties such as: (a) serving as the chief staff executive officer, (b) recommend and participate in the formulation of new policies, (c) make decisions to implement policies approved by the Board of Directors, (d) serve as Ex-Officio member of the Board of Directors, (e) build membership, (f) liaison with outside industry organizations, (g) organize, direct and coordinate programs, education and activities of the association to assure that objectives are attained, plans are fulfilled, and members needs are met, and (h) other duties as directed by the executive board or its Chairman.

## Summary of Qualifications:

- ❖ Organized, hands-on, take-charge management professional with exceptional follow-through skills and detail orientation; able to plan and oversee projects from concept to successful conclusion
- ❖ Exceptional ability to plan and organize a broad range of considerations from site negotiations to finishing details and amenities for all types of meetings and events including trade shows, training events, dinners, spouse tours, conventions, mid-years, networking functions, offsite events and multi-day events.
- ❖ Lead and manage coordination of events including site review, contract negotiations, set up requirements, on site logistics, final billing review and tracking for historical purposes
- ❖ Strong relationship skills to enhance and leverage membership necessary for nonprofit associations to prosper
- ❖ Take control of resolving problems and continuously improve development and efficiency processes
- ❖ Outstanding project management skills with the ability to handle multiple projects with tight time schedules
- ❖ Hired and managed staff to accomplish objectives
- ❖ Entrepreneur owner for over 29 years

## Professional Experience:

Association Services 1992-present  
West Bloomfield, Michigan

### **Owner**

*A management company whose specialty is construction related associations – now focusing on event management*

Floor Covering Installation Contractors Association(FCICA) 1999-2020  
West Bloomfield, Michigan

### **Executive Vice President**

*An international nonprofit trade association for flooring contractors whose mission is to provide its members with continuing education, access to cutting edge technology and networking opportunities so as to assist them in achieving their business goals*

Floor Covering Installation Board (FCIB) 2001-2004  
West Bloomfield, Michigan  
**Administrative Manager**  
*Certification program for Flooring Contracting companies who qualified compliance with the Ten-Point Plan for Installation Excellence*

Architectural Contractors Trade Association(ACT) 1994-2000  
West Bloomfield, Michigan  
**Executive Director**  
*A Southeast Michigan nonprofit trade association and industry promotion fund whose members consist of Union construction subcontractors signatory to the Carpenters, Lathers, Plasterers, Resilient Floors, Drywall Finishers and Laborers Agreements and their suppliers and manufacturers*

American Subcontractors Association of Southeastern Michigan 1992-1994  
Farmington Hills, Michigan  
**Executive Director**  
*A Southeast Michigan chapter of the American Subcontractors Association whose members represent subcontractors, specialty trade contractors and suppliers in the construction industry*

J & J Construction Company 1992-1994  
Wixom, Michigan  
**Office Manager**  
*A masonry company that specialized in school construction*

P F LaDuke Roofing Company 1989-1991  
Detroit, Michigan  
**Corporate Secretary and Controller**  
*A commercial union roofing subcontractor*

C & J Mechanical Company 1988  
Sterling Heights, Michigan  
**Office Manager**  
*A commercial mechanical subcontractor*

Bayview Electric Company 1985-1987  
Redford, Michigan  
**Purchasing/Estimator Assistant**  
*A commercial union electrical subcontractor*

The Berline Group Advertising Company 1984-1985  
Bloomfield Hills, Michigan  
**Production Coordinator**  
*An advertising, marketing and public relations company*

**Education:**

Bachelor of Arts in Communication Arts and Sciences (1984)  
Michigan State University • East Lansing, Michigan