

Crystal L. Justice

451 Bethany Road
Red Boiling Springs, TN 37150
615-633-2340
justice51999@yahoo.com

EDUCATION

B.A., BUSINESS ADMINISTRATION -Trevecca Nazarene University.

A.A.S., BUSINESS ADMINISTRATION-Volunteer State Community College.

RELATED EXPERIENCE

Rural/Sustainable Economic Developer, 451 Bethany Road, Red Boiling Springs, TN 37150, March 2013-present. Contact: (self employed) Crystal Justice 615-633-2340

- ❖ Build rapport with stakeholders, identify local needs, write grants and generate referrals.
- ❖ Collect economic data to establish a baseline and identify future economic opportunities.
- ❖ Create small business ecosystem: T.A., Finance, government policies, and conference.
- ❖ TN Certified Economic Developer classes: Business Retention & Expansion, Finance, Entrepreneurship & Small Business Development, Managing ED organizations, and Marketing & Attraction (www.cis.tennessee.edu).

Teller, Capital Bank, NA, , 440 Highway 52 Bypass W, Lafayette, TN 37083, April 2012-March 2013. Contact: Sharon Day 615-688-6000

- ❖ Build customer rapport, identify consumer needs, generate referrals, promote bank products relevant to consumer, and notary public.
- ❖ Handle daily cash flow \$80,000 plus and maintain accuracy.
- ❖ Cold sales calls, community marketing/promotions, and customer research.

Chamber Representative, Macon County Chamber of Commerce, 685 Hwy 52 Bypass West, Lafayette, TN 37083, October 2008- December 2009. Contact: Lori Jones 615-666-5885

- ❖ Promote tourism, economic development, entrepreneurship, and civic activities.
- ❖ Leadership Macon-adult community learning opportunity

REALTOR®, J.T. SHRUM Auction & Realty, 40 Brattontown Circle, Lafayette, TN 37083, April 2007-October 2008. Contact: Mike Kingery 615-888-7173

- ❖ Seek clients that wish to list or purchase a home.
- ❖ Design and present personal and property marketing.

Assistant Business Office Manager, Certified Nursing Assistant, Dietary Aide, The Palace Care and Rehab, 309 Main Street, Red Boiling Springs, TN 37150, September 2001-April 2002 & June 2002-September 2002. Contact: Mary Braswell 615-699-2238

- ❖ Generate multiple accounting reports, and daily census inputs.
- ❖ Bill Medicare and private insurance, and perform general clerical tasks.

Office Manager/Bookkeeper, Top Gun Tree Service, 10915 E. Hwy 92. Seffner, FL 33584, September 1997- August 1998

- ❖ Human resource tasks; such as weekly payroll, attendance, & compliance.
- ❖ Design and present marketing material, and order office supplies.
- ❖ Generate multiple accounting reports, and perform general clerical tasks.

Environmental Tech II, Receptionist, Hillsborough Co. Cooperative Extension Service, 5339 S. C.R. 579, Seffner, FL 33584, August 1995-June 1997 & August 1998-August 1999 Contact Dianna Barnitt @ 813-744-5519

- ❖ Create and present presentations on solid waste reduction.
- ❖ Obtain grants to fund programs.

COMMUNITY ACTIVITIES

 Vision 2020 Inc. Chair

- Events Coordinator- Easter Egg Hunt, Small Business Week & Christmas Parade
- Economic Restructuring Chair-collecting baseline data to establish where community is today and identify future economic opportunities. (www.vision2020inc.com)

PERSONAL NOTE

I believe that individuals must be provided with the tools required to reach self-actualization, and citizens must strive to improve their community one-step at a time—taking all perspectives into consideration. I am dedicated to being a lifelong learner on a continuous improvement process!

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REFERENCES

Mrs Brandy Hewitt
Officer Manager
Suncrest Home Health
Donoho Avenue
Lafayette, TN 37083
615-934-7716
brandy@vision2020inc.com

Mrs. Mary Braswell
Community Marketing
The Palace Care & Rehab
309 Main Street
Red Boiling Springs, TN 37150
615-699-2238
braswell@nctc.com

Mrs. Linda McCrary
Community At Large BOD
Vision 2020 Inc
819 Lafayette Road
Red Boiling Springs, TN 37150
615-699-2705
deltakg@nctc.com