

## WORK HISTORY

# Spencer L. Duncan

### Education

*Masters in Business Administration*  
Baker University  
Top 5%

*B.S. Journalism*  
&  
*B.A. English*  
University of Kansas

*Diploma*  
Topeka West High School

*Leadership Kansas*  
Class of 2012

### Licenses

Kansas Private Detective  
2008 to Present  
(Issued by KS Bureau of Investigation)

Operate Certified Alcohol Server  
Training Program

### Memberships/Organizations

Member: Kansas Expocentre Advisory  
Board (2016-present)

Member: Topeka Performing Arts  
Center Board of Trustees  
(2016-present))

Member: Kansas Society of  
Association Executives

Member: University of Kansas  
Alumni Association

Member: Baker University Alumni  
Association

Life Member: Leadership Kansas

Parishioner: St. David's Episcopal  
Church (Vestry Member, 2010-13)

Member: International Association of  
Fairs and Exhibitors

Member: Kansas Fairs and Festivals  
Association

Member: Topeka Jayhawk Club

Member: KU Williams Fund

President: KS Association of Licensed  
Investigators (2017—present)

Member Topeka West Rotary  
(2-term President)

Member: National Pest Management  
Association Gov. Affairs Program

2011 to Present Kansas Pest Control Association  
**Executive Director**

- [www.kansaspest.com](http://www.kansaspest.com)

2006 to Present Capitol Connection, LLC Topeka, KS  
**President**

- [www.capitolconnectionks.com](http://www.capitolconnectionks.com)
- Association Management/Government Affairs for organizations/businesses
- Meet with decision makers, elected officials and others and provide written/oral testimony to governing bodies
- Research legislative issues; write position papers; construct research projects; coordinate media efforts; design, write newsletters/mailings.
- Clients have included: Kansas Credit Union Association, Kansas Wine & Spirits Wholesalers Association, Kansas Public Transit Association, Kansas Association of Judicial Assistants, Kansas Vapers Association, Kansas Association of Licensed Investigators

2007 to Present Kansas Wine & Beer Garden, LLC Hutchinson, KS  
**Managing Member**

- Operate venue at the Kansas State Fair each September.
- Oversee all operations, including staffing, budgeting, equipment purchases, advertising, press relations and coordinate events with wineries, breweries and legislators..
- Run on-site operations during the Kansas State Fair

2010 to 2018 Kansas Organization of Recyclers  
**Executive Director**

- [www.kskor.org](http://www.kskor.org)

2001 to 2015 Jayhawk State Theatre of Kansas Topeka, KS  
**Consultant/Advisory Board member**

2004 to 2012  
**Freelance Writer and Editor**

- Wrote general information news and feature pieces for publications.
- Edit publications and newsletters for organizations and businesses.

2007 to 2010 Hastings Entertainment Topeka, KS  
**Customer Service/Department Manager**

- Handled customer related-issues at national retail chain.

2004 to 2007 World Wine & Beer, L.L.C. Lawrence, KS  
**Owner/Managing Member**

- Retail Liquor store, sharing space with national retailer World Market.
- Oversaw budgeting, employees, ordering, marketing and all other aspects associated with retail business.
- Focused on customer service and building strong ties to the community beyond selling a product.
- Established charitable giving and business hospitality programs.
- Closed because of lease issue related to corporate partner.

Spring/Fall 2006-2007 Washburn University Topeka, KS  
**Adjunct Professor**

- Taught Journalism classes.

**CONTINUED ON REVERSE**

# Spencer L. Duncan

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## Honors

Appreciation Award: Ballet Midwest

Kansas Association of Beverage  
Retailers, Appreciation Award

Excellence in sports column writing;  
Kansas Press Association, 2001.

Excellence in reporting; North  
Carolina Press Association, 2000.

Second-place, column writing; William  
Randolph Hearst Foundation, 1999.

Third-place, sports writing; William  
Randolph Hearst Foundation, 1999.

Excellence in reporting; Indiana  
University Roy Howard Award, 1998.

Second-place honor, editorial writing;  
Society of Professional Journalists, 1998.

Honored for sports writing;  
William Randolph Hearst  
Foundation.

Essay on Mahatma Gandhi published in  
1997 "Elements of Literature," publisher  
Holt, Rhinehart, Winston.

## Additional Training

United Way Board of Directors Training

Washburn University Statistical Analysis  
Class

Lawrence Chamber of Commerce  
Leadership Seminars

Kansas Association of Small  
Business Workshops

Historic Shawnee County, Inc.

## **Author, "Historic Shawnee County: The Story of Topeka and Shawnee County"**

- Book detailing the history of Topeka and Shawnee County.
- Published by Historic Publishing Network, Inc. in San Antonio, Texas in conjunction with the Shawnee County Historical Society.

2001 to 2004 U.S.D. 501 Topeka, KS

### **Substitute Teacher**

- Kindergarten through 12th grade.

2000 to 2001 The Emporia Gazette Emporia, KS

### **Sports Editor**

- Managed four-person staff, designed layouts, wrote columns and stories, edited pages and stories, managed budgets.
- Covered: Seventeen area high schools, community events, Emporia State University, University of Kansas, Kansas State University, Kansas City Chiefs (NFL), Kansas City Royals (MLB).

1999 to 2000 Rocky Mount Telegram Rocky Mount, N.C.

### **Reporter/Designer**

- Wrote columns and stories, designed and edited pages.
- Covered: Duke University, Carolina Panthers (NFL), Carolina Hurricanes (NHL), local high schools, N.C. Wesleyan College, University of North Carolina, North Carolina State University. Also wrote news stories.

1998 University Daily Kansan Lawrence, KS

### **Editor in Chief**

- University of Kansas, student newspaper

1995 to 1999 Topeka Capital-Journal Topeka, KS

### **Reporter**

- Wrote stories, edited copy, worked desk duties.
- Covered: University of Kansas athletics, high schools, community events.

**Other Experience:** **Warehouse Employee**, Glazer's of Kansas, 2001-2004; **Copy editor**, Austin American-Statesman (Dow Jones Editing Intern), Austin, Texas, Summer 1999; **Reporter**: American News (Intern), Aberdeen, S.D., Summer 1997; **Writer**: Jayhawk Insider, January 1998 to May 1999; **Stringer**: Detroit News, The Dallas Morning News, Kansas City Star, Lone State Baseball Report; **Paige**: 1996 Republican National Convention; **Developed, designed, produced** newsletter for members of the Kansas State Board of Education; **Researcher**: Center for Research on Learning, University of Kansas; **Radio Sports Analyst**: Detroit, MI sports radio station; **Photo Processor**, Zercher photo, Summer, 1993; **Food Server and Cook**, Hearthstone Retirement Community, 1991-1994; **Volunteer**: Topeka West High School, Jayhawk State Theater of Kansas, St. David's Episcopal Church, Let's Help, United Way. **Knowledge of** Macintosh and Microsoft programs; HTML; Adobe Photoshop; Quickbooks and design programs.

**References Available Upon Request**