

KAITLIN BROOKS

CONTACT ME

-  Bay Area and Silicon Valley
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SKILLS SUMMARY

Community Building
Group Collaboration
Event Coordination
Project Management
Public Speaking
Written Communication
Graphic Design
Administrative Support
Education and Teaching
Dance and Music

EDUCATION AND ORGANIZATIONS

-  **BA in Communication Studies**
San Francisco State University
May 2021
-  **President**
Beta Phi Sorority
An SF-based local organization with a focus on women empowerment and children's education
-  **Panel Discussion Moderator**
Michelle Le "Making HERstory"
-  **Council Representative**
SFSU Multicultural Greek Council

REFERENCES & PORTFOLIO

Portfolio can be found at
<https://baitlinkbrooks.journoportfolio.com>

References Available Upon Request

PERSONAL PROFILE

Enthusiastic self-starter with unique experience in building community and group collaboration. Well rounded leader who fosters teamwork across multiple disciplines through exemplary action and value. Adept at public presentation, business administration, and branded correspondence. Passionate about inspiring and enriching others.

WORK EXPERIENCE

Communications Associate

HiveNation | June 2020 - Present

- Created and managed community and marketing content including executive and customer presentations, social media posts for all platforms, video advertisements, writing community articles, podcast editing and management
- Managed development of learning management system for professional growth and community forum
- Developed UI/UX prototypes for site content, working with third party marketing firm
- Conducted marketing efforts through cold and warm email marketing campaigns and direct outreach via LinkedIn
- Supported Chief Operating Officer and Community Director in start-up activities
- Performed application and website testing

Event Specialist

e2k Events x Entertainment | April 2016 - May 2020

- Promoted engagement and facilitated discussion and collaboration in conference breakouts including global summits and charity events
- Supported large-scale events and conferences with 1000+ attendees in person and virtually, including organizing logistics, registering guests, wrangling speakers, and working directly with client lead organizers

Director of Competition and Recreational Teams

Dance Connection, Jefferson High School | January 2017 - Present

- Trained 100+ students per week in multiple dance styles, developing their technique, musicality, performance qualities, and building confidence and character
- Served as Program Director for a 25 person high school cheerleading team, choreographing routines, organizing activities, managing team finances and compliance with school administration, and encourage team members to be role models in their community

NFL Cheerleader and Brand Ambassador

The San Francisco 49ers | April 2016 - May 2020

- Represented the 49ers team and organization, performing at all home football games, appearing at promotional events, and interacting with fans
- Served as the Team Secretary, sending weekly communications with detailed rehearsal notes and schedules to all members and staff using MailChimp campaigns

Administrative Coordinator

Wildcat Venture Partners | August 2019 - March 2020

- Provided Partner administrative assistance for a Bay Area Venture Capital Firm with a strong sense of professionalism and customer service
- Conducted research for prospective company funding analysis
- Organized meetings and conference schedules, answered calls, arranged catering services, and directed guests in an upscale, professional environment

Intern

The SAROS Group and Matisia Consulting | Jan 2014 - Sept 2017

- Revised and codified resumes, documents, and presentations to align with company branding and standards
- Supported the recruiting team with administrative assistance and correspondence