

Kathleen Baker

Winnetka, California • 760-490-7709 • BakerKathleengG@gmail.com • www.kathleenbaker.info

Professional Profile

A newcomer to the non-profit world of developmental services with versatile experience in administration and event management. Consistently cited for optimism and having a strong work ethic. Resourceful team player, skilled in identifying project needs and creatively solving problems. Highly motivated, results-driven achiever with exemplary planning, detail, and organizational skills.

Skill Highlights

- Microsoft Office Suite
- Internet Applications
- First Aid/ CPR Certified
- Google Suite, Zoom
- Verbal and Written Communication
- Strong Organizational Skills
- Ability to establish and develop effective relationships

Volunteer Experience

Sanctuary Animal Assisted Therapy, Santa Clarita, CA

8/2020 – 11/2020

Volunteer

- Assisted in cleaning the barn and pen areas, painting, digging up weeds, brushing the horses, and other tasks as needed.

Special Olympics of Southern California, Greater Los Angeles, CA

4/2018 – 10/2020

Events Volunteer

- October 2020 – Reach Every Athlete Caller
- October 2019 – Tennis Competition Score Recorder
- May 2019 – Swimming Competition Awards Recorder
- July 2018 – Bowling Competition Lane Assistant
- May 2018 – Track Awards Assistant
- April 2018 – Volunteer Check-in Associate

Professional Experience

The Adult Skills Center, Lake Balboa

1/2022 – Present

Direct Support Specialist

- Ensures assistance is provided as needed for program and program participants across different departments.
- Provides support, instruction, coaching, counseling, mentoring, and advocacy for the person to ensure job success.
- Establishes and develops effective relationships while fostering team engagement. Working with Case Managers and Job developers to identify challenges and outcomes for participants.

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Redfin Real Estate, Long Beach, CA

3/2021 – 1/2022

Tour Coordinator

- Consistently exceeded team metrics on calls answered and number of tours in progress per hour, by implementing organization techniques and coping with frequent interruptions, efficiently scheduling over 200 tours a week and providing excellent customer service with clients and agents from varied backgrounds.

Freelance Theatre and Events Manager, Los Angeles, CA

7/2019 – Present

Full Freelance list provided upon request

Theatre Production Supervisor – UCLA Herp Albert School of Music

- Spearheaded a new employee scheduling system increasing efficiency while ensuring the accurate track of all labor expenses and trained employees on proper methods of theatre production.
- Processed post-event summaries, invoices, and critiqued execution of events for client service satisfaction while building effective relationships with artists and their management team, patrons, and staff.

Assistant Rentals & Events Coordinator – UCLA Royce Hall

- Managed administrative logistics of event planning, including contract signing, vendor coordination, budget administration, event booking, and client relationships.
- Assisted in the synchronization of all necessary departments to ensure smooth execution of events.

BLT Communications, Hollywood, CA

6/2018 – 6/2019

Executive Assistant

- Provided executive level support to CEO and CFO such as schedule management and travel coordination, meeting preparations, and any other tasks as required.
- Generated expense reports, handled correspondence, performed research, and presided over project management for a team of 10 graphic designers, acting as a communications hub for ongoing projects and mediate differences.

UCLA Royce Hall, Westwood, CA

8/2015 – 6/2018

Audio Technician, Stagehand, and Event Manager

- Performed technical work involving construction of stage sets, hanging lighting and audio equipment, rigging, painting, and a variety of other technical aspects for theatrical acts. Touring productions, live music events, album recordings, television broadcasting events, and more.

Additional Experience Available Upon Request

Education and Certifications

Los Angeles Pierce College, Woodland Hills, CA
Certificate in Business Management, June 2021

California State University, Fullerton, CA
Bachelor of Arts, Radio/Television/Film, 2012