Kaitlin Stewart

Charlotte, NC| hello@kaitlinstewart.com | (704) 819-6915

CAREER OBJECTIVE

Seeking a challenging role, leveraging a proven track record of agility and adaptability to drive successful outcomes. Enthusiastic about embracing new opportunities and collaborating with cross-functional teams to achieve excellence through effective planning and execution. Committed to continuous learning and growth to enhance contribution and exceed expectations.

WORK EXPERIENCE

Payzer, LLC

Channel Partner Manager

- Collaborated closely with cross-functional teams and contract professionals to expedite electronic signature processes, enhancing contract execution and workflow efficiency.
- Conducted meticulous data validation and cleanup, ensuring data accuracy and completeness within our contract repository, contributing to improved contract management for our clients.
- Provided comprehensive support for technical, functional, and data-related processes, contributing to seamless contract management operations and exceeding industry standards.
- Developed and executed a demand management strategy that increased overall partner satisfaction by 15%.
- Managed and maintained relationships with key stakeholders, resulting in a 30% increase in client satisfaction scores.
- Achieved measurable results through strategic initiatives, consistently exceeding performance targets and driving bottom-line growth.
- Demonstrated versatility and adaptability by successfully managing diverse responsibilities across multiple functions, ensuring seamless operations and optimal organizational effectiveness.

Townsquare Interactive

Project Manager

- Oversaw seamless cross-functional coordination spanning SEO, design, content, social, and launch teams, maximizing the efficiency of campaign execution.
- Proactively managed project scope, demonstrating adaptability to accommodate client-driven changes in deliverables, in line with our commitment to client satisfaction.
- Maintained consistent stakeholder engagement by providing regular updates, including SEO reports, production links, and progress on domain transfers, ensuring transparency and client confidence.
- Upheld continuous client satisfaction by remaining accessible through phone and email throughout the production process, aligning with our dedication to fulfilling individual client needs.
- Onboarded new clients and effectively coached clients seamlessly through new technology and system implementation.

LEADERSHIP EXPERIENCE

Life Time Athletic

Team Member Development Manager

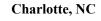
- Enhanced team retention rates by implementing tailored coaching sessions, resulting in improved business practices and elevated client experiences.
- Conducted weekly one-on-one check-ins with team members to provide personalized guidance and support, utilizing clear metrics to track progress and ensure accountability.
- Implemented "eat the elephant" methodology to empower employees in goal-setting and achievement, fostering a culture of continuous improvement and professional development within the team.
- Consistently ranked in the top 10% for overall team performance
- Delivered engaging presentations to club members and to lead team member development

Charlotte, NC

Mar 2021 - Aug 2021

Charlotte, NC

Oct 2017 - Mar 2021



Sep 2021 - Aug 2023

EDUCATION

Auburn University

Master's in Business Administration

The University of North Carolina at Charlotte

Bachelor of Science in Exercise Physiology

VOLUNTEERING & NON-PROFIT WORK

The Charlotte Young Professional Group

Events Committee

- Spearheaded strategic planning initiatives for high-profile networking events
- · Orchestrated seamless execution of event logistics and operations
- Cultivated robust professional networks through innovative engagement strategies

The South Charlotte Partners

Events Committee

- Managed operations for The Transportation Summit, a prestigious gathering pivotal for South Charlotte Partners
- Facilitated and managed vendors for The Ballantyne Bash, while also closing critical gaps in other departments
- Curate exclusive guest lists and meticulously manage attendee logistics for the Breakfast Club, an esteemed monthly event series renowned for its seamless execution and distinguished clientele experience.

Charlotte Business Group: The Women's Network

Director of Operations

- Strategically orchestrate and oversee all operational facets of Women's Network events, ensuring flawless execution and unparalleled attendee experience.
- Implement innovative logistical frameworks to optimize resource utilization and streamline event procedures, maximizing efficiency and cost-effectiveness.
- Cultivate and nurture collaborative relationships with key stakeholders, vendors, and partners to enhance event quality and drive long-term organizational success.

Kids First of the Carolinas

Operations Manager

- Directed operations at Kids First of the Carolinas, overseeing inventory management, order fulfillment, and distribution of community-donated goods to families in need, ensuring efficient and compassionate service delivery.
- Cultivated a supportive and empathetic environment for deserving families by fostering open communication and demonstrating genuine care and concern, resulting in positive experiences and strengthened community bonds.
- Implemented streamlined processes for order fulfillment and inventory tracking, optimizing resources and enhancing the organization's capacity to serve the community effectively.

AWARDS AND CERTIFICATIONS

Elevate Magazine: 2023 Cohort for Charlotte's Top 30 Under 30 Future Leaders Award Auburn Univeristy: 2021 MBA TRAC Awards for "Best Presenter", "Best Q&A", and "Best Project" Project Management Institute: Certified Associate Project Manager CAPM® Number: 3777637 Google: Project Management Specilization & Agile Project Mamagement

SKILLS & INTERESTS

Skills: Microsoft Office. Google Workspace, Data Analysis and Interpretation, Communication, Leadership, Emotional intelligence and empathy

Interests: Volunteering, Networking, Painting and Writing, and Continuing Education

Graduation Date: Dec 2021

Charlotte, NC

Graduation Date: May 2017

Charlotte, NC Jul 2023 - Present

Charlotte, NC

Mar 2024 - Present

Charlotte, NC Dec 2023 - Present

2

Charlotte, NC Dec 2022 - Present

Charlotte, NC