

Kaitlin Choquette Liston



University of California, Berkeley | Economics BA, GPA: 3.4 | 2740 College Ave. • Berkeley, CA 94705

Phone: 626-232-6862 • E-Mail: kcliston@gmail.com • www.linkedin.com/in/kaitlin-liston

Relevant Classes: American Politics, Principles of Business, Microeconomic Analysis, Philanthropy: A Cross Cultural Perspective, Calculus, Statistics for Business, Industrial Organization & Policy, Econometrics, Macroeconomic Analysis, History of Economic Theory, Labor Economics

Skills

- Articulate Public Speaker
- Persuasive Writer
- Exceptional Interpersonal Skills
- Extremely Organized
- Critical Thinker & Quick Learner
- Social Media Expertise
- Good Time Management Skills
- Strong Initiative

Programs: Microsoft Office Suite, Mail Merge, Quickbooks, Solve, Docusign, Teachworks, Fresh Books, Base Camp, Illustrator

Work Experience

17hats- Business Software Company

June 2017-July 2017

Marketing & Analytics Intern

- Collected Data on Clients
- Analyzed Current Client's Industry Dynamics
- Organized & Analyzed Customer Feedback
- Researched Potential Industries to Target
- Created a Marketing & New Customer Outreach Plan
- Presented Findings to the CEO & Sales VP

ESM Group International

September 2016- May 2017

Administrative Assistant

- Conducted Outreach Initiatives
- Interviewed Potential New Employees
- Minor Accounting in Quick Books & ADP
- Researched Potential Client & Target Groups
- Assisted CFO, COO, and Head of Recruitment
- Built Excel Spreadsheets to Track Revenue

Go!TV, All For One

June 2015 - July 2015

Production Assistant

- Organized & Shotlisted clips
- Archived & Documented footage
- Assisted with & Transcribed interviews.
- Contributed in & Recorded story board meetings

CatzSOLE Nonprofit Organization

August 2014 - June 2015

Coach, Program Developer, Social Media Specialist

- Developed & wrote physical education programs
- Designed Informative Pitch Presentations
- CatzSOLE increased the kids passing the fitness test by 75%
- Trained teachers by leading them through programs
- Coached students five days a week
- Managed all Social Media accounts

Free House

February 2016 - May 2016

Hostess & Busser

This job was to help pay for college, but it improved my organizational skills, taught me how to talk to anyone and the importance of always being polite.

Leadership

Undergraduate Communications Association

December 2016 - Present

President

- Write the Weekly Newsletter & Website Content
- Mentor a board of 14 & a club of 50 students
- Plan the Schedule of Events & Organize Event Details
- Head Officer & Executive Meetings

Undergraduate Communications Association

January 2015 - December 2016

Marketing Vice President & Director of Community Outreach

- Standardized Marketing Outreach & Social Media Presence
- Increased Membership by 50%
- Orchestrated Events with UCB Professors & Bay Area Companies
- Headed UCA's Fall & Spring Recruitment

Interests

Soccer, Fitness, Baking, Cooking, Photography, Writing, Reading, Traveling, Music, Documentaries, and Learning anything and everything