

EMPLOYMENT

Social Media Creative Director, *German Kabirski, Remote, 2024-Present*

- Lead creative direction for social media platforms, developing and executing innovative content strategies to elevate brand presence and engagement.
- Manage end-to-end content production, including photoshoots, video creation, and graphic design, ensuring alignment with brand identity.
- Collaborate cross-functionally with marketing, PR, and sales teams to drive social media campaigns that increase follower growth by 35%.
- Analyze key performance metrics, adjust strategies for continuous improvement, and maintain a consistent content calendar across platforms.

Founder & Program Director, *They're Still Human, Remote, 2024-Present*

- Lead all operations for a nonprofit organization focused on advocating for and supporting underserved communities through outreach programs, educational initiatives, and community events.
- Plan, coordinate, and execute fundraising events, workshops, and community events, ensuring seamless logistics and impactful experiences.
- Establish and maintain partnerships with community leaders, sponsors, and external organizations to expand outreach efforts.
- Oversee program development, budget management, and marketing strategies.
- Spearhead social media campaigns and digital communications to promote initiatives, driving a 40% increase in online engagement.

Recruiting & Events Coordinator, *OpenAI, Remote, 2022-2024*

- Managed full-cycle interview coordination for 100+ candidates monthly across U.S. time zones, ensuring a seamless candidate experience with 98% positive feedback.
- Planned and executed 20+ corporate events annually, including employee engagement activities, team-building retreats, and DEI-focused programs.
- Spearheaded the transition to new applicant tracking systems (ATS) such as Greenhouse, GoodTime, and Workday, providing comprehensive training for recruiting teams.
- Collaborated with leadership to establish and grow Employee Resource Groups (ERGs), enhancing company culture and driving employee retention.
- Led the onboarding experience for the annual Residency Program, maintaining 100% adherence to budget while ensuring participant satisfaction.
- Cultivated partnerships with vendors, venues, and internal stakeholders to ensure successful event execution and recruiting operations.

Sr. Recruiting Coordinator, *Replicated, Remote, 2021-2022*

- Coordinated high-volume interview scheduling across multiple departments.
- Created and implemented streamlined processes to improve candidate experience and recruiter efficiency.
- Designed and executed employee engagement events, workshops, and DEI initiatives, increasing overall employee satisfaction scores by 15%.
- Served as the primary point of contact for candidates, hiring managers, and external partners throughout the recruitment lifecycle.
- Initiated Employee Resource Groups (PAPI, LGBTQ+, Women's, AA) to foster community and inclusion.

Recruiting Coordinator, *Snapdocs., San Francisco, CA, Remote, 2020-2021*

User Operations Specialist 2020-2021

- Direct ERG's (AfroDucks & AAPI) in organizing, planning, and coordinating quarterly activities and events.
- Partner with human resources on work authorizations/I-9 forms, visa issues, and employee files for all new-hires.
- Strategize with VP of People quarterly to implement DEI mentorship programs and other best practices.

EDUCATION

B.S Fashion Marketing, Minor Business Sales, *University of Central Oklahoma, 2017*

VOLUNTEER

OBSIDIAN, *OpenAI Employee Resource Group for African Americans*

Girls Embracing Mothers, *Empower girls to break the cycle of incarceration & lead successful lives with purpose*
Afroducks, *African American ERG Board Member, AAPI ERG Board Member, Espresso Wellness Organizer*