

KAITLYN JARED

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Work History

Southeast Conference 2023 - Present

Transportation and Special Projects Manager

- Manage entity projects and implementation
- Assist in grant writing efforts and application submission
- Plan community outreach efforts
- Conduct research and assist in entity reporting

Municipality of Skagway 2022 - 2023

Port Administrative Manager

- Manage customer accounts and billing
- Lead grant writing efforts and application submission
- Assist in long-term port visioning and development planning

Skagway Development Corporation 2018 - 2022

Executive Director

- Run the operations for two non-profits
- Assist in community planning efforts
- Lead planning and implementation efforts for projects
- Coordinate community events
- Research and report on the community
- Apply for grant opportunities

White Pass & Yukon Route 2013-2017

Reservation Agent

- Provided customer service on the phone and in person
- Booked tour reservations

UAA Human Resource Department, **Intern in the Benefits Department** 2015-2016

- Trained university department supervisors on the guidelines of Family Medical Leave
- Verified retirement information and Family Medical Leave requests for employees

Civic & Professional Services

Skagway Development Corporation, 2022- Present **Board Member & Volunteer** 2016-2018

- Assisting in the revision of Skagway's Economic Profile
- Organized the first student entrepreneur "Start-up" Event

Skagway Child Care Council, 2019- 2024

Treasurer, Past President

- Prepare annual budget
- Served as President that over saw the redesign of our program

Southeast Conference, 2020 - 2023

Past President & Economic Development Chair

- Assist in the development of regional planning documents
- Support the Executive Director and staff when needed
- Facilitate board meetings and discussions
- Represent the organization at regional and national events

Statewide Comprehensive Outdoor Recreation Plan **Regional Team Core Member** 2021 - 2022

- Assisted in moderating regional meetings
- Interviewed community members from across the region

Education & Training

Masters in Public Administration, 2022

General Focus

University of Alaska Southeast

Training in ArcGIS Systems 2022

Esri

Certificate in Digital Marketing 2021

Colorado State University

Certificate in Port Management 2020

International Association of Maritime and Port Executives

Certificate in Project Planning & Development 2020

AK Region Training & Technical Assistance Center

AAS in Accounting 2019

University of Alaska Anchorage

Certificate in Grant Writing: 2019

State, Foundation & Federal Proposals **Arizona State University**

BBA in Business Management, 2016

minor in Economics

University of Alaska Anchorage

Citizens' Institute on Rural Design 2021 - 2022

Cohort

- Participated in national cohort program
- Worked with CIRD staff on designing rural development efforts

Alaska Food Policy Council 2021 - 2022

Northern Southeast Node Member

- Evaluate area needs
- Help Statewide entity conduct work within our area of the State

Leadership Fellows Program, 2015-2016

Student Protege

- Received guidance from UAA's director of Human Resources
- Attended meetings, employee training, and completed program requirements

UAA Marketing & Management Club, 2015-2016

Director of Programs

- Organized club meetings, club elections, and CBPP's first multi-club social event
- Planned monthly guest speakers and the club's annual Spring Soirée