

Contact

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Top Skills

Microsoft Excel
PowerPoint
Research

Certifications

How to Stop Wasting Time in Meetings
How to Motivate Yourself to Do What's Most Important
Canva: Web and Digital Design Projects
Learning Canva

Kyrsten Lew

Project Manager at Gladstone Institutes
Los Angeles County, California, United States

Summary

Program management professional with a broad experience encompassing planning and executing, establishing process and structure, analyzing reports, and road-mapping with the ability to unify a team by fostering positive working relationships that drive results.

Experience

Gladstone Institutes
Project Manager
April 2021 - Present (4 years 3 months)
United States

LifeForce Technologies
Project Manager
April 2020 - September 2020 (6 months)
United States

Scoped, planned, tracked and executed with engineers, product developers, medical professionals, to develop affordable PPE, PAPR (Personal Air-purifying Respirator) for health care frontline workers.

Established, organized and facilitated processes for cross-functional team meetings.

Created master gantt and managed the development schedule throughout the product development phase with effective follow-up on task assignments.

Identified and sourced various materials for device prototype.

Binc
2 years 7 months
Business Operations Program Manager
August 2019 - April 2020 (9 months)
Greater Los Angeles Area

Binc is an exclusive and hybrid recruiting organization. We bring together the best of contingency and corporate recruiting by deploying smart and driven recruiting teams into high urgency hiring situations. We execute aggressive, high quality, data-driven end to end recruiting programs customized to our client's needs.

Binc Client Portfolio: <http://www.bincsearch.com/portfolio/>

Business Development Operations Specialist

April 2018 - August 2019 (1 year 5 months)

Greater Los Angeles Area

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Business Development Operations Associate

October 2017 - April 2018 (7 months)

Greater Los Angeles Area

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StackPath / MaxCDN

Marketing Specialist

August 2014 - January 2017 (2 years 6 months)

Greater Los Angeles Area

Responsible for coordination of all new and existing, internal/external events, including strategic planning and optimization of sales training, executive retreats, corporate meetings, trade shows and conferences, driving an annual budget saving of 30% for 2015, and 33% in 2016.

Responsible for the management and optimization of paid advertising accounts, along with hiring, training and supervision of company freelancers.

Launched an inaugural webinar program designed to generate content, increase leads and improve overall customer experience.

Freelance

Freelance Event Producer

2013 - August 2014 (1 year)

Manteca, CA

Union Bank/Santa Barbara Bank & Trust

HR Coordinator / Employee Relations Specialist

April 2013 - June 2013 (3 months)

Responsible for the successful onboarding of new employees, this entailed initial preparation of candidate paperwork, database input, fingerprinting, and conducting orientations.

Served as liaison to the Executive Team during the acquisition phase of Santa Barbara Bank & Trust by Union Bank. Coordinated layoff and informational exit interviews, and assisted with subsequent personal document processing.

Pacific Capital Bancorp

Sr. Administrative Assistant to the Chief Human Resources Officer and the Community Banking Exec.

May 2011 - June 2013 (2 years 2 months)

Supported in Executive Management in the successful transition to Union Bank, along with assistance in implementing new policies, procedures and guidelines.

Initiated a new procedure to optimize executive hiring process, resulting in promotion within 3 months.

id Instructional Development: Video Services UCSB

Camera Operator, Office Assistant

September 2009 - August 2010 (1 year)

Camera Operator for UCTV shoots as well as for UCSB faculty.

Office duties include interacting with faculty on a daily basis in regards to our 4,000 volume Film Collection for instructional usage, entering information on new films in our online database, tracking films that have been checked out or are on reserve, entering production requests into our production calendar,

contacting our 25 student operators for productions jobs, confirming production jobs, answering services inquiries, and standing in for a sick operator if needed. We use a variety of databases, 4D & File Maker Pro and use M.S. word and excel.

Opportunity Green
Volunteer Interface Navigator
2009 - 2009 (less than a year)

UCSB
CAM CON Event Coordinator
August 2008 - October 2008 (3 months)

The 1st annual CAMERA CONVENTION (CAM CON), a three day event focused on introducing students to the various techniques of cinematography at UCSB.

Recruited, Scheduled, Managed, and Generated job assignments for staff as well as assisting with logistics for the event.

West Beach Inn
Front Desk Agent
June 2008 - October 2008 (5 months)

Communicate with staff and guests, book reservations, check guests in and out, prepare daily preparations for guests, Answer multi-line phone, concierge duties, handle guest requests, handle cash and credit machine, mediate problems that arise for guests and staff, clean (office, kitchen, lobby and pool area), order daily supplies, and prepare continental breakfast buffet.

Anthropological Lab Research at the University of California, Santa Barbara
Intern
September 2006 - December 2006 (4 months)

Sort, label, and process field samples from the Chumash Indian archaeological site for shells, arrowheads, bones, artifacts, etc.

To understand the patterns of the Chumash.

Education

UC Santa Barbara

BA, Film and Media Studies, Minor, in Asian American Studies · (2006 - 2010)

East Union High School

HS Diploma · (2003 - 2006)