

CAITLIN AMANDA LANGFITT

CAITLIN.LANGFITT@GMAIL.COM | 1717 12TH AVE | SEATTLE, WA

EDUCATION

B.A., Communications, Law, Economics, and Government (Interdisciplinary), January 2012
American University, Washington, DC

- Graduated in 3 ½ years while working full-time

SKILLS & ABILITIES

- Strong research skills. Adept at electronic research and interviews
- Organized and conscientious. Deadline-driven, does what it takes to complete task or assignment
- Strong background in business productivity software – Word, Excel, PowerPoint, SharePoint, Outlook Meeting Planner, Viso, Project
- Experienced in social networking media and blog design

EXPERIENCE

Content and Audience Development Specialist, Bulletproof Executive Nov. 2014 – Current

- Ghost write articles for publication on media sites, including Huffington Post
- Manage outreach to media and blog outlets in order to grow and develop the audience of Bulletproof Executive
- Perform weekly site audits using Google analytics in order to develop the most effective editorial schedule

Sales Representative, EasyDraft Feb. 2014 – October 2014

- Maintained customer relations for a payment processing company

Office Manager, Tresata October 2013 – Jan. 2014

- Maintained office efficiency by planning and implementing office systems, such as Fixed Assets Tracking and Equipment Procurement
- Designed and implemented office policies by establishing standards and procedures

Stylist, Madewell Jan. 2013 – Sept. 2013

- Assisted customers, organized stock rooms, and staffed the register
- Continually meet sales goals in order to maintain commission based job

Project Coordinator, Lockheed Martin Jan. 2012 – Dec. 2012

- Managed critical tracking updates via MS Excel to report back to senior leadership at the Department of the Navy
- Organized monthly conferences for the Office of the Assistant Secretary to the Navy
- Helped create business process flows to show how multiple systems interacted within one business process for SaaS e-commerce site for United States Mint
- Facilitated meetings using MS Meeting Planner and SharePoint

Research Associate, Federal Energy Regulatory Commission June 2011 – Dec. 2011

- Part of Administrative Support staff for the five Commissioners
- Researched environmental regulations and created summarized reports for commission review
- Generated weekly reports tracking progress on assigned projects

Research and Production Intern, NPR station WAMU 88.5, Kojo Nnamdi Show June 2011 – Dec. 2011

- Helped create two hour live program highlighting current news, political issues, and social trends
- Researched show topic, coordinated interviews and wrote scripts for host to use on-air.

Sales Associate, Bethesda Row Cinemas Sept. 2009 – Sept. 2011

- Assisted customers, merchandised film products, staffed register with up to \$5000 in nightly receipts
- Employee of the Month for November 2009, August 2010, March 2011

Research and Publications Intern, Environmental Law Institute Sept. 2009 – Dec. 2009

- Conducted library and internet research, attended and reported on outside events for publication in policy journal
- Reviewed, edited and summarized scholarly material to be used in published reports

ADDITIONAL INFORMATION

More detailed history at LinkedIn. See profile <http://www.linkedin.com/pub/caitlin-langfitt/40/991/594>