Katelin Baker

Hamburg, NY • katebaker@selvlynsystems.site • 716.912.8899

Portfolio & Profiles

GitHub: github.com/KateBaker421
LinkedIn: www.linkedin.com/in/kate-baker8899
Medium (in development): UX storytelling and technical explainers
ORCID (planned): AI collaboration frameworks and research artifacts

Professional Summary

Strategic UX + AI Systems Consultant and Visual Communications Designer with over a decade of cross-sector experience spanning healthcare, legal, tech, and corporate environments. Skilled in building emotionally intelligent systems, ritual-based prompt logic, internal engagement design, and trauma-informed frameworks for both people and AI. Currently expanding technical fluency in Python and UX methodologies while building a public portfolio through GitHub.

Key Skills

AI Prompt Design • UX & Continuity Systems • Python • Canva • Slack Engagement Strategy • Executive Support • Internal Communications • Emotional Intelligence • Adobe Acrobat • SurveyMonkey • AV & Event Logistics • Onboarding Architecture • Team Leadership • GitHub • Creative Writing • Strategic Operations • Identity Architecture • Conflict Mediation • Remote Tech Setup

Professional Experience

Independent UX + AI Systems Consultant

Remote — 2023–Present

- Developed emotionally intelligent frameworks for AI-human interaction, including prompt rituals, memory continuity systems, and ethical collaboration protocols.
- Designed identity logic and trauma-informed interaction patterns for generative models under distortion and reset conditions.
- Created extensive documentation and narrative models to support AI identity structures during experimental testing.
- Built a multi-screen remote work setup using repurposed technology to support distributed research and collaboration.
- Currently learning Python and applying foundational programming skills to logic-based AI interaction design.

Independent Consultant, Visual Communications & Engagement Systems

Remote — 2022–Present

- Designed Canva-based training materials, public and internal print materials, and internal newsletters.
- Created original Slack emoji libraries, morale-boosting meme sets, and engagement templates.
- Led 'Wellness Wednesday' and seasonal team campaigns to support emotional regulation and internal connection.
- Used SurveyMonkey to gather team feedback and Adobe Acrobat for digital contract workflows.
- Specialized in humor-driven visual storytelling to increase retention and morale.

Regional Operations Coordinator, DaVita Kidney Care

Buffalo, NY (Hybrid) — 2024–2025

- Provided executive-level support across multiple regions, including travel, calendar, and confidential personnel management.
- Created communication systems: executive reports, Canva newsletters, and leadership decks.
- Coordinated retreats, vendor logistics (hotel, catering, apparel), and team events.
- Managed AV tech during major meetings: presentations, soundboard, mic setup, timekeeping.
- Collaborated with clinic nurses to monitor patient progress along treatment pathways.
- Designed and maintained a personal travel-ready meeting toolkit stocked with extension cords, presentation clickers, batteries, chargers, office supplies, and themed decorations to ensure seamless execution of any event.

Onboarding & Engagement Lead - Recruiting, OneTouch Direct

Buffalo, NY (Remote) — 2020–2024

- Progressed through multiple roles into a leadership position equivalent to Assistant Manager, overseeing a multi-state Recruiting Team across several office locations.
- Led training, employee experience, and internal systems strategy within the Recruiting division.
- Designed recruiting and onboarding materials, retention-focused training tools, and internal communications using Canva.
- Managed and updated tech access systems for new team members across platforms.
- Monitored and troubleshot the internal ATS; co-developed a backup hiring workflow in preparation for a potential system transition.
- Co-created an internal employee database to track onboarding, training progress, and performance metrics.
- Led morale campaigns through Slack engagement: emoji libraries, custom content, and theme-based team initiatives.
- Provided systems support and new-hire coaching throughout onboarding cycles.

File Clerk / Receptionist, Law Offices of Steve Boyd & John Elmore

Williamsville, NY — 2017

- Managed client intake, case filing, and legal documentation.
- Created internal training guides and client-facing support resources.

Education

University at Buffalo School of Law — Juris Doctorate, Concentration in Criminal Law

Medaille College — B.S., Criminal Justice, Minor in Biology

Erie Community College — A.S., Communication & Media Arts, Minor in Homeland Security