

# Bayley E. Camp

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Operations and Project Specialist with 3+ years of experience driving cross-functional initiatives, process optimization, and team coordination in fast-paced environments. Experienced in supporting operations for 40+ personnel, standardizing workflows, and leveraging digital tools to improve efficiency. Strong in stakeholder alignment, operational execution, and program coordination, with growing proficiency in design and systems tools.

## PROFESSIONAL EXPERIENCE

### **Project Specialist - Operations**

USC Institute for Creative Technologies | Playa Vista, CA | September 2024 – Present

- Oversee operational access workflows, including CAC, NIPR, and SIPR credentials, database management, and training compliance for 40+ personnel
- Coordinate cross-functional project initiatives, streamlining processes, supporting program milestones, and producing operational reporting
- Track and maintain project communications, requests, and leadership updates to ensure clarity and timely follow-up
- Foster relationships with internal and external stakeholders to align priorities, support program objectives, and ensure smooth execution
- Monitor project budgets and cash flow, supporting financial tracking and operational planning
- Design and produce stakeholder-facing assets (briefing decks, project summaries, visual materials) using Figma and PowerPoint to improve visibility and engagement

### **Administrative Assistant II**

USC Institute for Creative Technologies | Playa Vista, CA | September 2023 – September 2024

- Managed financial processes, including travel reimbursements and purchase requests, with accurate reconciliation and compliance
- Utilized Concur expense management system processing reimbursements within 1–2 business days, exceeding efficiency standards
- Coordinated multi-scale events and meetings with comprehensive logistics management and stakeholder communication
- Streamlined administrative workflows supporting departmental operations and organizational effectiveness

### **HR Intern Coordinator**

USC Institute for Creative Technologies | Playa Vista, CA | May 2023 – September 2023

- Led comprehensive intern program management for cohort of 30+ participants, including onboarding, orientations, and presentations
- Served as primary liaison for interns, providing guidance and professional development support
- Managed program documentation, compliance requirements, and administrative functions, ensuring successful program outcomes

### **Customer Service Student Supervisor**

USC Housing Customer Service Center | Los Angeles, CA | May 2022 – May 2023

- Supervised and scheduled a team of 15 student employees, supporting daily operations and service delivery
- Maintained tracking databases and coordinated work order communication to support timely issue resolution and billing accuracy

### **EDUCATION**

#### **Bachelor of Arts, Social Sciences (Psychology)**

University of Southern California | Los Angeles, CA | August 2021 – May 2023

#### **Associate of Arts, Psychology**

Palomar Community College | San Marcos, CA | August 2019 – May 2021

### **TECHNICAL SKILLS**

**Software:** Microsoft Office Suite, Excel, PowerPoint, Concur, Workday

**Analytics:** Data tracking systems, reporting systems, compliance databases

**Design Tools:** Figma, Canva, PowerPoint (advanced presentation design)

### **CORE COMPETENCIES**

- |                                |                                  |
|--------------------------------|----------------------------------|
| ● Operations Management        | ● Stakeholder Relationship       |
| ● Project Management           | Management                       |
| ● Database & System Management | ● Team Leadership                |
|                                | ● Cross-Functional Collaboration |