

Kate Brennan

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Education

HARVARD UNIVERSITY Extension School, Master of Liberal Arts, General Management (May 2011)

- Concentration in Finance and Control Current GPA (3.7)

FAIRFIELD UNIVERSITY, Bachelor of Science: Political Science Minor: Economics (May 2003)

- GPA (3.69)
- Fairfield University - Cross Country Captain
- Vice President of Pi Sigma Alpha (The National Political Science Honors Society)
- S.A.A.C. (Student Athletic Awareness Committee) President • All Conference Cross Country Runner - MAAC Conference • All Academic MAAC Scholar

Professional Experience

HARVARD BUSINESS SCHOOL – Boston, MA (January 2007 – present)

Program Manager, Executive Education

- Manage second largest executive education program (General Management Program - \$15 million in annual revenue) as well as Open Enrollment and Custom programs.
- Budget and negotiate pricing for seven \$40,000 off-site program events annually.
- Collaborate with the Program Director on General Management Program admissions. Conduct on-campus interviews to determine accurate participant selection.
- Delegate program logistics to the program delivery team.
- Initiated cost saving policies that saved \$35,000 on program orders semi-annually and reduced waste.
- Developed, launched and currently manage Executive Education's generic workbook inventory. Generic workbooks reduce departmental costs by \$50,000 annually and prevent program errors.
- Interview, hire and train program coordinators for Executive Education.

BOSTON BUTLER Inc. – Boston, MA (December 2006 – 2007)

Senior Event Manager

- Managed the internal Boston Butler Event planning team – monitoring client sales and planned events.
- Managed up to twenty external event staff and vendors at off-site events.
- Presented to clients weekly on ways to leverage event planning as a means for obtaining new clients and as a sales incentive tool.

ON THE SCENE CHICAGO – Chicago, IL (March 2005 – December 2006)

Event Planner

- Organized the 2006 Lion's Club Convention in Boston
- Contracted to be part of the team that organized and execute Rotary International's Centennial Convention for 50,000 in Chicago

STATE FARM INSURANCE – Fairfield, CT (June 2003 – March 2005)

Sales Account Representative

- Passed certified exams for Property & Casualty and Life & Health Sales Licensing
- Exceeded monthly sales goals for both Property & Casualty and Life & Health sales by acquiring policies from approximately 20 new households a month and adding policies for approximately 10 households a month.

Personal

RACES –San Diego Marathon (2004) • Chicago Marathon (2006 & 2009) • Boston Marathon (2007) • Reach the Beach (2009 & 2010)