

CAITLIN OKRZESIK

(850) 525-9304 | Caitlin.Okrzesik@gmail.com | Nashville, TN

Results-oriented and vision-driven professional with more than six years of experience in program and project management. Eager to support Live Nation Women in the creation, management and deployment of initiatives and programs by utilizing expertise in content development while building relationships with internal stakeholders and target audiences. Organized and ambitious planner with expertise in managing budgets while establishing meaningful programs and campaigns.

CORE SKILLS AND COMPETENCIES

Project Management | Customer Service | Scheduling and Coordination | Public Relations | Strategic Planning | Public Speaking | Organization and Multitasking | Communication | Budgeting | Program Development

PROFESSIONAL EXPERIENCE

NASHVILLE AREA CHAMBER OF COMMERCE | Nashville, TN October 2019 – Present

Director of Community Initiatives

- Oversaw rollout of a multi-day community leadership program, which has featured over 120 community and business leaders and produced over \$50,000 in revenue.
- Develop high-quality program and event content while adhering to an annual budget of \$200,000 for over 40 events annually ranging from 10 to 500 business leaders.
- Build and maintain relationships with community and business leaders through networking and excellent customer service.
- Facilitate debriefs following each event to review quality, financial outcomes and overall event value.
- Conduct site visits and negotiate contracts with event vendors and service providers such as hotels, rental equipment, caterers, decorators and audio/visual.
- Utilize event database to monitor all event records, such as registration, attendee information and registration page.
- Oversee all event communications, marketing and promotion to attendees, internal staff and service providers.

GREATER PENSACOLA CHAMBER | Pensacola, FL May 2019 – October 2019

Director of Programs and Special Events

- Organized over 60 Chamber events annually, ranging from 25 to 400 attendees.
- Devised a strategic plan to increase membership and revenues while achieving goals and objectives.
- Conducted post-event evaluations to determine areas of opportunity.
- Coordinated outreach and educational programs such as seminar series, business workshops and roundtables.
- Represented the Chamber in community events, committees and meetings to elevate exposure.

Leadership Pensacola Program Specialist January 2017 – May 2019

- Oversaw venue reservations, tours, catering services and administered yearly program schedule.
- Established relationships with business and community partners resulting in lower program operating costs.
- Liaison between the class of 50 area professionals and planning committee to ensure 100% member satisfaction.

Office Support Specialist May 2016 – January 2017

- Created new Chamber brand logos, member decals, sponsorship catalogs and annual membership directory.
- Exemplified knowledge of principles and processes in providing customer service, meeting quality standards.

EDUCATION

UNIVERSITY OF WEST FLORIDA | Pensacola, FL

Bachelor of Arts in Communication and Public Relations | Minor in Marketing Applications | December 2015

ACHIEVEMENTS

Young Leader's Council | Nashville 78 Class
Association of Chamber Executives | 2021 Annual Summit Speaker
Rising Star Award | InWeekly Magazine | 2018
Emerging Leader Award | Junior League of Pensacola | 2018