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## KAITLIN A. BROVSKY

### PROFESSIONAL HISTORY

- March 2007 – Present: Administrative Specialist, AATA International, Inc., Denver, Colorado
- 2005-2007 – Sr. Assistant to the President & CEO, Russian-American Chamber of Commerce, Denver, Colorado
- 2004 – Intern/Meeting Coordinator, Russian-American Chamber of Commerce, Denver, Colorado
- 2002 – Administrative Assistant, National Oceanic and Atmospheric Administration (NOAA), Boulder, Colorado

### EDUCATION

- B.A., Russian Language, Culture, Literature; International Relations Minor, Scripps College, Claremont California

### RECENT PREVIOUS EMPLOYMENT

**5/05 – 2/07** – Responsible for maintaining the President & CEOs calendar and correspondence; arranging travel and accommodations, as needed; Supervising and training all RACC interns; serving as “first point of contact” for those working with the Chamber, by phone, email and in person. Managed and coordinated all aspects of: *The 13<sup>th</sup> and 14<sup>th</sup> Annual Executive Symposiums on Russia* Provided logistical oversight that required: Working closely with Russian delegations and State Department officials to identify specific dignitary needs and service requirements; Preparing and distributing Symposium invoices; collecting and processing attendee fees; Updating and distributing press release packets and information; Preparing facility; procuring needed audio/visual equipment and supporting catering services; Recording key points presented and submitting written summative report.

**05/04 – 08/04** - Researched, selected and contacted U.S. Senators and Congressional Representatives key in resolving Russian visa issues and concerns; arranged and scheduled five (5)+ successful RACC delegate focus meetings with U.S. Senators and Congressional Representatives; participated in roundtable discussions with Colorado businessmen considering business opportunities in, or with, Russia; responsible for travel arrangements for President and CEO; created, maintained and updated office practices, file and spreadsheet records

**05/02 – 08/02** - Supported office and research needs of Lead Aerosol Scientist at NOAA; developed budget spreadsheets and disseminated billing invoices for 4+ departments; analyzed cross-referenced budget listings for accuracy to support fiscal-year end accounting; researched, developed, compiled and updated multiple databases; completed exhaustive, topic specific research, which resulted in the creation of a new internet database site.



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**Proficient in:** Computer programs (Windows, Microsoft applications, Adobe Pro, FileMaker Pro, Adobe Photoshop etc.), scanners, telephone systems, copiers, fax machines.

