



KM

KAITLIN MCCREADIE

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Education

University of Michigan - Ann Arbor

Major: Organizational Studies

Minor: Business - Ross School of Business

- GPA: 3.94/4.0

Expected in 05/2026

Pioneer High School | Ann Arbor, MI

High School Diploma

- GPA: 4.0/4.0

06/2022

Experience

Ann Arbor Area Community Foundation | Ann Arbor, MI

Summer Intern/Analyst

05/2024 - 08/2024

- Developed and managed social media content to enhance online engagement and brand visibility.
- Regularly updated website content to ensure current and accurate information.
- Created and sent newsletters, effectively communicating updates and information to subscribers.
- Updated and tracked funds to guarantee accurate financial reporting.
- Organized and analyzed data to ensure accurate reports and records.

Ann Arbor Area Community Foundation | Ann Arbor, MI

Summer Intern/Analyst

05/2023 - 08/2023

- Organized existing files both physically and electronically to ensure accurate storage of records.
- Assisted with community events and conferences.
- Learned about how the community foundation functions in respect to grant-making, impact investing, scholarships, and racial equity initiatives.
- Helped supervisors execute administration needs.

Letters of Love at the University of Michigan | Ann Arbor, MI

Outreach Chair

05/2023 - 12/2024

- Cultivated partnerships with local businesses in the Ann Arbor area.
- Garnered food donations to enhance the quality of our monthly meetings.
- Designed and implemented innovative fundraising initiatives, generating increased engagement and revenue.
- Attended and participated in both regular and E-Board meetings and contributed to the overall coordination of these events.

Kristie Martin | Ann Arbor, MI

Child Caregiver

05/2023 - Present

- Provide a safe, nurturing and stimulating environment for children.
- Organize age-appropriate activities such as arts and crafts, games and educational lessons.
- Prepare meals according to dietary requirements and preferences.
- Establish positive relationships with parents to communicate updates on their child's progress.
- Keep living spaces clean and orderly after use.

Beyond Juicery and Eatery | Ann Arbor, MI

Barista

06/2021- 08/2022

- Greeted customers and took orders for food and beverage items.
- Operated cash registers to process customer payments.
- Maintained a clean work environment.
- Monitored inventory levels of supplies and restocked when necessary.
- Followed safety procedures and health department regulations.
- Trained new baristas on company policies and procedures regarding food handling.

Activities and Honors

- Member of Chi Omega at the University of Michigan
- Co-founder of the Ann Arbor Teen Giving Circle (Ann Arbor Area Community Foundation)
- 4th place Finisher at DECA International Conference (2021)

Additional Skills

Technologies: Microsoft Office, Foundant Technology, Buffer, Canva, MailChimp