

# BRYN LENKAITIS

## SUMMARY

Creative and driven professional with strong communication, marketing, and project management abilities

## EXPERIENCE

### Administrative Assistant /Marketing Liaison

*Forsyth County Government | Winston-Salem, NC | March 2020 - Current*

- Drafted integrated marketing plan for the department based on annual goals and program expectations
- Led creative direction and content creation for the redesign of the Community & Economic Development website: [forsyth.cc/Housing](https://forsyth.cc/Housing)
- Initiate quarterly website updates, draft departmental news stories and assess the clarity in communicating our story to the public
- Managed creative direction and content creation for first departmental FY21 Impact Report
- Designed departmental logo in collaboration with MIS
- Coordinate biweekly marketing/communication meetings for the department
- Identify gaps in programming and develop new initiatives or creative marketing strategies to effectively target those gaps
- Co-led successful Arts Council workplace fundraising campaigns in 2021 and 2022 managing department representatives and directing multiple county-wide events
- Manage intake, screening and referral process for three departmental programs (Housing Rehabilitation, Down Payment Assistance and Code Enforcement) in Neighborly database
- Build and maintain communication network with key community partners across multiple programs
- Analyze community obstacles and opportunities in monthly meetings for the Commission on Ending Homelessness, the Eviction Diversion Network and the Refugee Advisory Council
- Onboard interns, provide necessary training and manage assigned tasks

### Winston-Salem Fellows Program, Marketplace Fellow

*Forsyth County Government | Winston-Salem, NC | September 2019 - June 2020*

- Completed marketplace internship with Forsyth County and hired full-time during fellowship
- Attended weekly leadership building events and monthly conferences facilitated by leaders in the community living out their faith in their spheres of influence
- Built lasting community impact by ministering to and serving local church and youth programs

### Reading Specialist

*AmeriCorps Program | West Palm Beach, FL | August 2018 - April 2019*

- Provided specialized literacy instruction at at-risk Elementary school for under-performing second graders
- Formatted daily lesson plans and materials specific to each student
- Administered and assessed results of reading record tests to measure reading level

## CONTACT

📞 610.350.6384

✉ [brynlenkaitis@gmail.com](mailto:brynlenkaitis@gmail.com)

📍 Winston-Salem NC

## SKILLS

- Project Management
- Creative problem-solving
- Fundraising
- Community building
- Public speaking / Presentation
- Detail-Oriented
- Strategic Partnerships
- Proficient in Microsoft Suite + Canva

## EDUCATION

### Bachelor of Arts

Art History / Studio Art  
Indiana University of Pennsylvania (IUP),  
Indiana, PA  
Robert E. Cook Honors College

Studio Arts  
University of Zagreb , Croatia  
Grant Recipient to study internationally  
in Croatia for a semester



progression/comprehension

### **Program And Volunteer Engagement Coordinator**

*West Chester ESL | West Chester, PA | June 2016 - July 2018*

- Scheduled and facilitated match meetings for new tutors and students addressing expectations, schedule, goals and needed materials for lessons
- Promoted to Program Coordinator after first year
- Communicated results of assessments and advised tutors on supplementary teaching resources
- Managed tutor trainings and interactive cultural immersion activities
- Facilitated group and individualized tutoring sessions and conversation groups with immigrant learners
- Designed organizational brochures using Canva software application

### **INTERESTS AND VOLUNTEERING**

- International travel, Plein Air painting
- Active School of Love Cohort member advocating for racial equity (2022)
- Secretary of Winston-Salem Fellows Board, assist with marketing/branding and recruitment