

# KAELYN CONTARDI

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## EDUCATION

### Paralegal Certificate Program / UC San Diego-Extended Studies Aug 2025 – Dec 2025

- GPA: 4.0; ABA-Approved Certificate; SDPA Member; Relevant Coursework: Legal Communication and Research, Civil Litigation, Contract Law, Computer Essentials for Legal Professionals

### Bachelor of Science, Business Administration / Chapman University Aug 2016 – May 2020

- GPA: 3.63; Minor: Advertising; Gamma Beta Phi Honor Society; Pre-Law Society; Provost List; Cum Laude
- Study Abroad: University of Glasgow; Relevant Coursework: Campaign Development, Business Law

## SKILLS

Clio – Microsoft Office Suite (Word, Excel, PowerPoint) – Adobe Acrobat (PDF Management) – Document Management Systems (Microsoft SharePoint) – Legal Research Databases (LexisNexis) – Microsoft Teams – Formatting Legal Documents – Bates Numbering – Redaction – Organization – Legal Writing – Adaptability

## EXPERIENCE

### CONSULTANT Aug 2025 – Present

Chameleon Design

- Provides ongoing administrative and project support for marketing initiatives, including preparation of award materials, coordination of assets under time-sensitive deadlines, retouching of visual assets, and drafting written communications

### MARKETING MANAGER Aug 2023 – Aug 2025

Chameleon Design

- Drafted, edited, and proofread professional copy for blog posts, newsletters, and external publications such as *Forbes* and *Builder and Developer Magazine*, ensuring accuracy and adherence to strict deadlines
- Managed and formatted monthly content across all 5+ company social accounts while coordinating multiple concurrent high-priority projects in a fast-paced environment
- Maintained organized digital records of campaigns and blog materials in Microsoft SharePoint
- Prepared and distributed direct-to-client e-blast communications using the Constant Contact platform
- Coordinated travel itineraries for team installations, including sourcing accommodations and organizing transportation logistics while adapting to evolving project needs and timelines
- Supported VP of Sales & Marketing with client billing and contract coordination

### MARKETING ASSISTANT Jun 2021 – Aug 2023

Chameleon Design

- Supported senior management with scheduling, client billing, and administrative tasks
- Oversaw content and approvals while serving as a liaison between partner agency and senior management
- Planned, created, and tracked social content aligning with department initiatives and drafted promotional materials utilizing Adobe Creative Suite

### PROJECT COORDINATOR Sep 2020 – Jun 2021

Advanced Image Direct

- Served as a client liaison solving client-related issues while organizing information and documents to ensure timeline adherence, aiding in the progress of nationwide direct-mail political campaigns