

Katie A. Windfeldt

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EDUCATION

University of Nevada, Reno | *May 2026*

- Master of Business Administration (MBA)

University of Nevada, Reno | *May 2025*

- B.S. in Marketing & Management, Minor in Business Analytics & Human Resources

WORK EXPERIENCE

Nevada State Board of Accountancy | **Administrative Assistant** | *June 2019-Present*

- Lead workflow optimization project, reducing document processing times by 20% and increasing overall team efficiency.
- Assist in CPE Audit by gathering and organizing CPE records, verifying the accuracy and completeness of CPE records, and maintaining detailed records of audit activities and findings.
- Manage administrative tasks, including document preparation, data entry, and record organization.

ITS Logistics | **Student Associate – Marketing** | *April 2024-April 2025*

- Migrate 30+ blogs to a new website and wrote three optimized blogs, improving SEO and user engagement.
- Develop and publish monthly Content Marketing Update and conduct HubSpot audits to enhance content performance.
- Implement SEO enhancements, on-page optimizations, and produce monthly HubSpot CRM reports to improve website rankings and marketing insights.
- Manage monthly expense reporting for the marketing department, overseeing an \$80,000 budget to ensure accurate financial tracking and budgeting.
- Gain proficiency in Sanity, Asana, HubSpot, WordPress, SEMrush, Market Muse, InDesign, Excel, Dynamics 365, and Adobe Photoshop; earned HubSpot Email Marketing Certification.

LEADERSHIP & INVOLVEMENT

Delta Gamma - Eta Iota Chapter | *February 2023 – May 2025*

- Director of House Management | *January 2024 – January 2025*
 - Oversaw the operations of a brand new 14,000 square foot residence accommodating 40 women, while maintaining professional communication with a professional chef and house director.
 - Served on the House Corporation Board and Employment Committee, and chaired the Chapter Operations Committee.
 - Pioneered the role as the first Director of House Management, navigating uncharted policies and resolving initial operational challenges to establish a structured system.
 - Conducted employee interviews and assisted in semi-annual reviews.

COMMUNITY SERVICE

- Contributed approximately 150+ hours of service to various community initiatives.
- Participated in Delta Gamma's philanthropy initiatives, helping raise \$30,000 for Service for Sight.
- Dedicated time to Each One Tell One and Breast Cancer to Bikini, spreading awareness for dense breast tissue and early breast cancer detection.
- Assisted with administrative work for The Differents Rehabilitation and The Dry Society Club, supporting recovery and sobriety efforts.
- Provided support to streamline check-in processes and managed donations for the Aaron Arnoldson Memorial Scholarship.