Kayli Harlan

kayli.harlan@gmail.com | linkedin.com/in/kayli-harlan | cal.com/kayli-harlan | Atlanta, GA



Summary

Partnerships, community, and program leader with 10+ years of experience building the events, communities, and content that connect people and organizations. Certified ecosystem builder who works across universities, city government, and companies. Known for warm introductions, high-energy facilitation, and making complicated things clear. Writes, designs, and produces much of the content for the programs led. Has worked with people from 100+ countries.

1,300+
registrants at a free annual showcase, conceived and run

8
members in the consortium managed as project manager

50+
talks, including 20+ panels

100+
countries worked with

11,000+
uses of a no-budget virtual assistant tool built

Experience

Georgia Institute of Technology

Atlanta, GA

Program Manager, Office of Commercialization *Mar 2025 – Present*

- Lead regional community engagement initiatives across Metro Atlanta with the Mayor's Office of Technology and Innovation and 30+ civic, institutional, private, and nonprofit partners.
- Conceived, pitched, and secured leadership approval to launch the Tech Square Tech Hop, a free startup and innovation showcase, then ran it two years in a row. Registrations grew from 942 to 1,303 (nearly 40%) and exhibitors from 48 to 69.
- Project manager for the Atlanta Collegiate Entrepreneurship Syndicate (ACES), an eight-member consortium: seven Atlanta colleges and universities plus the AUC Data Science Initiative. Coordinate shared programming and pitch competitions, and contribute to fund-allocation decisions as a committee member.
- Co-execute the Atlanta Innovation Cup, a student innovation challenge with corporate and civic partners. The 2026 Cup drew 167 participants on 34 teams from 11 schools.
- Managed co-execution of Avant South 2024, a two-day innovation conference with 18 sessions, 43 speakers, 26 exhibitors, and 347 attendees, and led its seven-school student exhibition. The event drew $145K in sponsorships and awarded $50K to student founders.
- Own program and event budgets, and negotiate vendor pricing and terms (discounts up to 75%, free venue space). Support sponsor relationships across events representing $500K+ in combined sponsored funding.
- Run full-cycle hiring for multiple full-time staff searches, including an Executive Director search with 60+ stakeholders: interview rubrics, an Airtable candidate-tracking workflow, interview facilitation, and onboarding materials.
- Produce executive- and VIP-level briefing materials, agendas, memos, and presentations; lead the Office's All Hands Planning Committee; and resolve real-time event problems, such as a power outage and a venue double-booking, without disrupting attendees.

Senior Project Support Specialist *Nov 2023 – Mar 2025*

- Led ecosystem events and initiatives for Metro Atlanta's entrepreneurial community and the Mayor's Office of Technology and Innovation, working with 7+ colleges and universities, organizing 100+ meetings, and delivering 5+ multi-institutional programs.
- Wrote the governance and operating framework for ACES (2024), co-created its value proposition, and contributed to ecosystem research reports.
- Organized high-profile program events for the Offices of the President and Executive Vice President for Research.

Senior International Student & Scholar Advisor *Mar 2021 – Nov 2023*

- Advised and managed compliance for 10,000+ international students and scholars from 100+ countries, analyzing policy across hundreds of cases.
- As project team leader, redesigned a high-volume compliance process (I-20 issuance) and led the change across 500+ stakeholders, with a new website, cross-functional training, video tutorials, and digital workflows.
- Built a no-budget, rule-based virtual assistant tool (not generative AI) as the only full-time staff member, with two student assistants. It has been used 11,000+ times.
- Ran the international student community largely online during the pandemic, supervised student interns, and facilitated intercultural communication workshops leading to student credentials.
- Used compliance data to spot a pattern affecting Nepalese students, built a decision-support tool for advising, and reported findings to national networks, informing TPS guidance.

International Student & Scholar Advisor *Aug 2019 – Mar 202*

- Raised orientation attendance from 1% to 90%+ by setting KPIs, rebranding, and rebuilding the program as an interactive format, and managed the program budget.
- Built engagement through social media, content, and informal learning spaces, and launched a team engagement and wellness program.

Coe College

Cedar Rapids, IA (travel and remote)

Assistant Director for International Recruitment *Jul 2017 – Jul 2019*

- Owned a multi-currency recruitment budget and recruited in five countries (China, Japan, Pakistan, Sri Lanka, and Nepal), managing recruitment partnerships worldwide.
- Increased engagement at the highest-yielding recruiting event by 225.4%, interviewed 24 applicants for a full-tuition leadership scholarship, and streamlined the recruitment and admission cycle.

North Dakota State University

Fargo, ND

International Student Advisor & Programs Specialist *Aug 2014 – Jul 2017*

- Planned and promoted 1–3 programs and events a month, created the content for them, managed their budgets, and advised a caseload of about 400 students.
- Recruited, trained, and supervised student leadership teams and volunteers each semester, and served as an elected Staff Senator.
- Taught myself video editing and produced an immunization-requirements video with Student Health Services, shared at orientation.
- Redesigned orientation around intercultural communication theory, co-led a three-week study abroad trip to Tokyo for freshmen, and secured a competitive Innovation Grant to launch a campus DEI initiative.

Bestway Edu

Shanghai, China

Teacher & Tutor *Sep 2012 – Jul 2014*

- Taught English and social sciences to students from preschool through 12th grade and to adult learners, writing lesson plans for small groups, classrooms, and individual tutoring.

Speaking and recognition

- 50+ talks, including 20+ panels. Presented on ecosystem building at three national conferences (InBIA, GCEC, and UEDA, 2025–2026), co-facilitated the GCEC workshop “First to Try,” guest lectured in two university seminars, served as an invited panelist for the University System of Georgia Project Management Community Group, and built and secured funding for a peer-learning cohort of ecosystem builders in Atlanta.
- Nominee, Community Builder of the Year, Startup Atlanta Awards (2025). Innovation Grant recipient, North Dakota State University. Work featured in the Atlanta Journal-Constitution, Hypepotamus, and Georgia Tech News Center.

Skills and tools

Areas of expertise: Ecosystem and community building | Partnerships | Program and event leadership | Communications and content | Facilitation | Budget and vendor negotiation | Change management

Tools: Airtable, Monday.com, ServiceNow | Tableau, Qualtrics, SurveyMonkey | Mailchimp, Signup Genius, Canva | Adobe Premiere, Acrobat Pro, InDesign | Microsoft Office and Google Workspace | Slate, Sunapsis, Terra Dotta | TYPO3, Drupal

AI: Builder and active practitioner. Airtable Omni (vibe coding), Copilot agents, Gemini Gems, and Claude (skills and scheduled tasks). Earlier built a rule-based virtual assistant tool (not generative AI).

Education and certifications

B.S., International Relations
Indiana Wesleyan University, 2012 (semester abroad, China)

Graduate coursework, Communications
North Dakota State University

TEFL Certification
TEFL Institute, 2012

Project Management Certification
Georgia Institute of Technology, 2025

Peer Learning Ecosystem Building Certification
CCUBE / Venn Collaborative, 2025

Inclusive Leaders Academy
Georgia Institute of Technology, 2021