

Kimberly G. Klyberg, CMP, DES
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SKILLS

Digital Media

Event Management

Marketing

Volunteer Management

Writing

Adobe Audition

Adobe Illustrator

Adobe Photoshop

Adobe Premiere

WordPress

WORK HISTORY

American Association for the Advancement of Science, Washington, D.C.
June 2022 to Present

Meetings Systems Manager

- Manages the offices' registration systems
- Registrar for the AAAS Annual Meeting
- Manages the Annual Meeting's multi-media assets
- Maintains the Annual Meeting virtual platform
- Assists other AAAS departments with their virtual platforms

American Association for the Advancement of Science, Washington, D.C.
June 2017 to June 2022

Senior Meetings & Special Events Associate

- Maintains and manages Annual Meeting registration system for 8,000-10,000 attendees
- Plans and implements the Annual Meeting's e-poster sessions, including the Student E-poster Competition
- Manages online registration for other AAAS workshops, receptions, awards shows and lectures
- Provides logistical support for other AAAS events as assigned (including travel, hotel, catering and audio/visual arrangements)

American Association for the Advancement of Science, Washington, D.C. September 2007 to June 2017

Meetings Assistant

- Managed the poster sessions for the AAAS Annual Meeting, including recruiting judges for the College Student Poster competition
- Coordinated College Student Session Aide applications and volunteer assignments
- Provided general office support for the association's annual meeting office
- Oversaw content updates for the meeting website, Facebook and Twitter pages
- Collaborated with in-house Art Director to create print ads about the meeting for *Science* and digital ads for *Scientific American* and *Technology Review*
- Worked with outside vendor to design the exhibitors, poster judges and student session aide online submission databases

*CityStaff, Washington, D.C. (temporary agency, various short-term assignments)
June 2007-September 2007*

Administrative Assistant

*TRAKServices, Washington, D.C. (temporary agency, various short and long-term assignments)
July 2000-June 2007*

Membership Assistant, April 2007-May 2007

Registrant Assistant, December 2006-March 2007

Executive Assistant to the Director of International Development, October 2005-December 2006

Executive Assistant to the Chief Financial Officer, June 2005-September 2005

Administrative Assistant to the Executive Director, February 2005-April 2005

Member Services Assistant, November 2004-February 2005

Staff Assistant, July 2000-November 2004

VOLUNTEER HISTORY

Beer Head, Washington D.C.

Co-Organizer, January 2013-present

Screaming Eagles, Inc. Washington, D.C.

- Organize social events for craft beer enthusiasts in the DC/MD/VA area
- Responsible for all external communication for the club (Facebook and Instagram)

Communications Director, March 1998-March 2012

- Responsible for all external communication for the club (email, website, Constant Contact, Twitter and Facebook)
- Wrote press releases and event announcements that appeared in *El Pregonero*, *The Washington Post*, *Journal Newspapers*, *Washington City Paper* and the *Washington Blade*

Special Events Director, March 2007-March 2012

- Arranged the annual Meet the Team Party for membership and D.C. United
- Organized numerous social events for the membership outside of game day activities
- Managed numerous fundraising activities to benefit United for D.C., the charitable arm of D.C. United (Capitol Soccer Ball, pub quizzes, Toys and Toddlers party)

President, February 2004-February 2007

- Head of a 650 member, all-volunteer, 501(c) (4) non profit organization that supports D.C. United (Major League Soccer) and promotes soccer in the Washington, D.C. area.
- Lead the incorporation of the Screaming Eagles in 2004
- Managed a \$75,000 budget and guided a nine-person Executive Committee

EDUCATION AND CERTIFICATIONS

Professional Convention Management Association Digital Experience Institute, Chicago, IL
Certificate, Digital Event Strategist, October 2019. Renewed October 2023.

The Events Industry Council, Washington, D.C.
Certificate, Certified Meeting Professional, March 2018

American University, Washington, D.C.
Certificate, Digital Media, March 2013

University of Maryland University College, College Park, MD
M.A. in General Administration, December 1997 (Non-profit Management track)

American University, Washington, D.C.
B.A. in Communication, December 1989 (Broadcast Journalism track)