
KAITLYN BREWSTER

PROFESSIONAL SUMMARY

Dedicated and community-driven public servant with a strong background in constituent services, legislative support, and public outreach. Proven experience addressing critical issues in housing, small business development, and event coordination through a congressional office. Skilled in facilitating resource access, organizing civic events, and fostering partnerships with local organizations. Passionate about equitable policy and empowering underserved communities. Committed to bringing inclusive leadership, integrity, and a deep understanding of local needs to the Community Council.

EMPLOYMENT HISTORY

CONSTITUENT SERVICES REPRESENTATIVE

Jun 2024 - Present

Office of Congressman Hank Johnson

- ◆ Assist constituents with federal issues, enhancing access to housing and SBA resources.
- ◆ Collaborate with local organizations to connect residents to essential services.
- ◆ Manage casework efficiently, ensuring detailed records of constituent interactions.
- ◆ Coordinate resource allocation, improving community support systems.
- ◆ Facilitate effective communication between constituents and federal agencies.

CAMPAIGN VOLUNTEER

Aug 2023 - Nov 2024

Dr. LaDena Bolton for Super District 7 Commissioner

- ◆ Led canvassing and phone efforts, boosting voter engagement in DeKalb County.
- ◆ Coordinated events and volunteers, enhancing community outreach.
- ◆ Increased local issue awareness, fostering informed voter participation.
- ◆ Coordinated logistics for outreach events, resulting in increased community participation and strengthened local advocacy.
- ◆ Motivated volunteers with a strong commitment to community service, fostering a positive and impactful campaign atmosphere.

MEDIA AND PUBLIC RELATIONS INTERN

Jan 2024 - Apr 2024

Georgia General Assembly

- ◆ Manage social media content, enhancing engagement and brand visibility.
- ◆ Draft press releases, ensuring clear and impactful communication.
- ◆ Coordinate with media outlets, fostering strong professional relationships.
- ◆ Fostered a positive team environment by sharing best practices in media relations, enhancing collaboration and knowledge sharing among peers.
- ◆ Maintained organized records of press communications, ensuring accuracy and timeliness in all media interactions.

CONGRESSIONAL INTERN

Oct 2022 - Feb 2023

U.S. House of Representatives

- ◆ Conducted legislative research, enhancing policy understanding and constituent engagement.
- ◆ Assisted in drafting briefing memos, improving communication and decision-making processes.
- ◆ Supported event planning, contributing to successful office operations and public outreach.
- ◆ Conducted thorough analysis of constituent correspondence, identifying key concerns and informing office priorities for community engagement.
- ◆ Supported the planning and execution of events, fostering strong relationships with stakeholders and enhancing community outreach efforts.

LEGISLATIVE INTERN

Jan 2021 - Apr 2021

Georgia Legislative Black Caucus

- ◆ Monitored legislative sessions, enhancing constituent engagement through timely reports.
- ◆ Drafted detailed reports, improving communication with constituents and stakeholders.
- ◆ Attended hearings, providing insights and fostering informed decision-making.
- ◆ Managed constituent communications, ensuring clarity and responsiveness.
- ◆ Tracked legislation, contributing to strategic planning and policy analysis.

EDUCATION

LEGAL STUDIES

Keiser University-Ft Lauderdale

Nov 2019 - Jan 2024

SKILLS

Public Speaking, Case Management, Community Outreach, Policy Analysis, Event Coordination, Social Media, Public Relations, Legislative Affairs, Constituent Services.

CERTIFICATIONS

GEORGIA YOUTH JUSTICE COALITION

Legislative Advocacy Certification

Issued by the Georgia Youth Justice Coalition in May 2023, this certification demonstrates foundational training in policy research, grassroots organizing, and legislative engagement to advance youth-centered justice reforms in Georgia.

CONGRESSIONAL BLACK CAUCUS INSTITUTE

Political Leadership Development Program

Issued by the Congressional Black Caucus Institute in July 2023, this program equips emerging leaders with training in political strategy, public policy, and community engagement, with a focus on advancing equity, representation, and effective governance at all levels.