

# Kaitlyn Pellak

An experienced subject matter expert on the emerging IPv4 address market, with familiarity in Regional Internet Registry policy and procedure. A diligent researcher and analytical thinker who always strives to see the whole in the sum of the parts. Skilled in managing large teams with a proven background in employee training and improvement.

## EXPERIENCE

**Amazon Web Services**, Crystal City, VA-*Technical Business Developer, IPv4 Acquisition Specialist*

JUNE 2022-Present

- Researches potential business opportunities by utilizing industry reports, and publicly available databases including Regional Internet Registries.
- Negotiates and manages multi-million-dollar contracts through the entire contract lifecycle from initial discussions to payment.
- Prepares monthly business reviews involving analysis of sales pipelines, market trends, and team projects presenting findings to upper-level management.
- Works with the Salesforce engineering team to make suggestions and implement improvements to the organization's Salesforce CRM.
- Actively participates in the Internet community by attending industry conferences, participating in policy discussions, and researching relevant rules and regulations.

**Graduate Management Admission Council**, Reston, VA-*Manager of Membership Operations*

MARCH 2021-JUNE 2022

- Prepared all official Member School communication and worked with Account Managers to ensure Members received relevant information regarding their membership status.
- Analyzed multiple streams of data to make decisions around content for Members; examples include Power BI, Hubspot and Google Data Studio.
- Developed content, webpages, and email for a bi-monthly Membership-focused newsletter.
- Tracked and recorded all Member school data including participation in organization events and usage of Member resources.
- Maintained and updated all Membership web pages within the organization's digital ecosystem using the Sitecore CMS.
- Worked with the Executive team to review and revise Membership policy as it pertains to Member participation and benefits, and managed Board elections along with other members of the governance team.

**Adrex, Inc,** Herndon, VA — *Internet Registry Researcher and Team Lead*

OCTOBER 2018-OCTOBER 2020

- Developed and streamlined research processes for locating potential IPv4 address assets and assisted in the "clearing of title" required to list those assets within our Marketplace.
- Conducted research and data collection to generate leads, new accounts, and proprietary reports in support of the sales team.
- Queried Regional Internet Registry databases for information pertaining to potential lost assets.
- Monitored accurate data collection and performed data quality audits to continually update a proprietary CRM to reflect changes in accounts.
- Utilized online sources such as Securities and Exchange Commission filings, State Corporation Commission filings and foreign equivalents to conduct comprehensive research on potential assets.
- Supervised between 5 to 10 market-specific research specialists including assigning projects, reviewing completed projects and ensuring that established research methodologies and procedures were followed.

**Vincent Place Title and Escrow,** McLean, VA — *Title Insurance Agent*

MAY 2014-AUGUST 2015

- Performed data entry for settlement statements and real estate closing documents.
- Communicated with lenders, clients, and real estate agents in a timely manner to schedule and prepare for closings.
- Researched laws and regulations in regard to fees, taxes and procedures for real estate settlements in Virginia, Maryland and the District of Columbia.
- Conducted title examinations to ensure an unbroken chain of title for real estate transactions.
- Prepared post-closing packages to both Mortgage companies and County Land Records Departments.

**George Mason University,** Fairfax, VA

*Bachelor's of Integrative Studies*

MAY 2018, Magna Cum Laude