

# Caleb Charonnat

calchar28@gmail.com | (650) 207 – 4018 | linkedin.com/in/calebcharonnat | San Diego, CA

## PROFESSIONAL EXPERIENCE

### Executive Coordinator

San Diego, CA

Grizzly

01/2025 – Current

- Manage calendars and day-to-day priorities for CEO, COO, and CCO
- Coordinate [Adventurous CMO](#) podcast production end-to-end, including guest outreach, scheduling, and recording logistics
- Lead all in-office operations, including office move-in, renovation, vendor coordination, and daily upkeep
- Coordinate and manage all scheduling and logistics across the hiring process, from first-round interviews to final offers
- Oversee onboarding logistics and day-one experiences, ensuring new hires are fully equipped and welcomed
- Plan and book travel and lodging for team members and clients
- Direct and lead intern onboarding and experience
- Act as liaison between internal teams and external agency partners to support marketing campaign execution
- Lead all company offsite planning and coordination to support team culture and morale

### Video Production Intern

Mountain View, CA

Tangible UX

01/2024 – 07/2024

- Shot, edited, and color-graded behind-the-scenes video content
- Created pre-production and post-production documents to support client deliverables
- Managed travel and lodging logistics for video crew on shoot days
- Coordinated on-site logistics with clients and subjects, including parking, signage, and thank-you gifts

### World Athletics Family Experience Specialist

Eugene, OR

Oregon22 World Championships Organizing Committee

06/2022 – 07/2022

- Oversaw the allocation and security of 700 VIP seats inside Hayward Field
- Managed end-to-end in-stadium hospitality experience for 700 VIP guests, including international dignitaries and athletes
- Coordinated closely with security, operations, and guest services teams to align on stadium experience strategy execution
- Supervised and supported 30+ volunteers across the multi-day event

### Executive Director

Eugene, OR

Warsaw Hoopfest

11/2021 – 5/2022

- Directed a cross-functional team of 20+ students across sponsorship, marketing, operations, and experience to execute a 7-month event planning process for a community basketball initiative
  - Oversaw all phases of program development, from budgeting and team structuring to campaign strategy and day-of execution
  - Secured multiple sponsorships and donations through outreach efforts, strengthening community and university partnerships
  - Produced and hosted a one-day youth basketball camp serving over 100 participants, featuring interactive skill stations, guest speakers, and branded experiences led by student teams
  - Fostered leadership growth among committee members through weekly check-ins, delegation, and mentorship
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## EDUCATION

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### **Bachelor of Arts, Business Administration**

University of Oregon

Concentration in Sports Business

*Dean's Award for Service Recipient*

**Eugene OR**

June 2023

## SKILLS & TOOLS

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**Project Management & Operations:** Scheduling logistics, team coordination, new hire onboarding, vendor management, event planning

**Creative & Content:** Video production (shooting, editing, color grading), graphic design, branded experiences

**Communication:** Cross-functional collaboration, relationship building, internal/external stakeholder management

**Tools:** Google Workspace, Microsoft PowerPoint & Excel, Adobe Illustrator, Photoshop, InDesign, Figma;  
**Bilingual:** English, Spanish