

Christopher Gilpatrick

Community Coordinator

CONTACT



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<http://is.gd/vumutu>



References

Upon request

EDUCATION

BA Communications
Sociology & LGBT Studies
San Francisco State University

AA Communications
De Anza Community College

SKILLS

Interpersonal

Written & verbal communication
Collaboration and teamwork
Company communication
strategy Public speaking
HR data analysis
Fundraising and charitable events
Project management

Company Culture

Employee engagement programs
Employee training & recognition
Diversity & inclusion initiatives
Global community
Remote workers
Affinity programs
Corporate social responsibility
Multinational office coordination
eNPS

Software

Adobe Photoshop
Microsoft Office Suite
Social media platforms
Bananatag
MailChimp
Quantum Workplace
Constant Contact
MacOS & Windows systems

WORK HISTORY

Workplace Experience Coordinator

Rapid7, Nov 2023–Present, Arlington, VA

- Implemented and managed a formal internal employee recognition program, both peer-to-peer and monetary.
- Streamlined front desk reception and guest experience, acting as the primary liaison for office suite management, vendors, and visitors, ensuring a welcoming and organized environment.
- Managed all office vendor relationships and inventory systems, overseeing supply orders, cost tracking, and expense documentation to maintain efficient operational workflows.
- Coordinated office repair, maintenance, and facilities requests, ensuring timely issue resolution and continuous improvement of office infrastructure.
- Led local onboarding for new hires, providing comprehensive office tours, security access, and workplace information to support a positive onboarding experience.
- Planned and executed office events, managed security protocols, and supported emergency preparedness, fostering a safe, collaborative, and engaging work environment.
- Workplace Pillar lead for office management and safety and launched the AlertMedia program for all global employees.
- Facilitated and managed office and employee communications through multiple channels including Slack, internal microsites, and email.

Community Coordinator

Genesys, Sep 2018–Oct 2022, Daly City, CA

- Implemented and managed a formal internal employee recognition program, both peer-to-peer and monetary.
- Launched a cross functional Diversity and Inclusion program that led to the development of core empathy tenants and employee resource groups.
- Collaborated with a global team to execute engagement strategies for both remote and on-site employees.
- Planned, managed, and executed company based events, happy hours, charity drives, holiday parties, and employee engagement opportunities, both remotely and in person.
- Managed functional budgets for site engagement and events.
- Developed internal communications for employees on the company's internal webpages.
- Analyzed and synthesized data from global eNPS surveys both functionally and site based, highlighting critical feedback from employees for leaders.
- Launched and managed our internal crisis communications program via AlertMedia which allowed us to check in and communicate with employees in areas affected by various crises.
- Co-lead our internal LGBTQ employee group, GPlus.