

Katelyn Brew
Information Professional & Brand Manager

Paustenbach and Associates
Colorado Springs, CO (Remote)

307-395-0928
KBrew@paustenbachandassociates.com



Academic and Professional Profile

Katelyn Brew is an Information Professional and Brand Manager at Paustenbach and Associates. She provides an administrative role in research and information management at the Firm. She currently focuses on maintaining their digital resources, informing staff of new and relevant articles in toxicology, industrial hygiene, and risk assessment, and supporting and collaborating with staff on projects. She is also responsible for updating content for the Firm’s website and LinkedIn account.

Education and Degrees Earned

- Bachelor’s degree in Interdisciplinary Professional Studies, Colorado State University [Expected graduation date December 2024]

Experience Summary

Paustenbach and Associates
Information Professional & Brand Manager
Colorado Springs, Colorado (Remote)
May 2022 - Present

- Manages and maintains multiple shared Endnote libraries that the Firm uses, ensuring that references are consistently updated and readily available for client reports and staff manuscripts
- Assist staff with research projects related to toxicology, industrial hygiene, and risk assessment
- Routinely procure scientific articles, government documents, reports, and books to support ongoing projects and initiatives within the Firm
- Utilize advanced search techniques across multiple databases and digital libraries to retrieve relevant and high-quality informational resources critical for staff research needs

- Plays a key role in the informational support for multiple offices in order to boost the Firm's knowledge base and contribute to the successful completion of client and research projects
- Provides comprehensive formatting assistance to staff for a wide range of documents, including manuscripts, client reports, blogs, and presentations
- Performs various administrative tasks as requested by the President of Paustenbach and Associates
- Distributes the table of contents for 20+ scientific journals monthly to staff
- Offers literary support for publications
- Oversees the firm's digital presence by managing the P&A website and LinkedIn account, ensuring both platforms remain up-to-date and accurately reflect the firm's current information and successes

Achievements (Partial List)

1. Assisted the Editor-in-Chief in revising of several chapters in the book "Human and Ecological Risk Assessment: Theory and Practice."
2. Involved in a data migration project, ensuring data accuracy and completeness throughout the transition
3. Maintained and curated a comprehensive reference library by uploading and updating thousands of citations in EndNote - ensuring that each record was accurate and facilitated efficient literature management for research projects
4. Developed and instituted standardized best practices for the effective utilization of the EndNote reference management software across the firm
5. Assumed full responsibility for the firm's social media presence
6. Undertaking editing and revisions for a book regarding early American pie safes (currently in production)

Skills

1. Knowledgeable in using research databases (i.e., PubMed, Google Scholar, ScienceDirect, and Scopus), catalogs, and search engines
2. Excellent critical thinking, problem-solving, and attention to detail
3. Proficient in EndNote reference management software
4. Excellent time management and organizational skills
5. Able to work independently with minimal supervision