

# Skyler Pavlovich

6773 Del Playa Dr  
Santa Barbara, CA 93117  
+1 (760)-473-3471  
pavlovichskyler@gmail.com

## EXPERIENCE

### **The Fish Shop, 1010 S Coast Hwy 101 — Server**

March 2019 – 2022

Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guests' expectations.

### **La Cumbre Country Club, 4015 Via Laguna, Santa Barbara – Food Runner and Server**

May 2023 – May 2024

Provided exceptional service to members and guests in a high-end dining environment at a prestigious country club.

### **Tidal Jets, Inc. Washington, D.C. – Marketing Intern**

June 2024 – August 2024

Planned, developed, and executed marketing initiatives related to the launch of the new company, SkyTails.

Assisted in planning and coordinating the official SkyTails launch event, overseeing various aspects, including logistics, vendor management, and promotional efforts leading up to the event.

### **The Turner Foundation. Santa Barbara – Executive Assistant & Assistant Director**

October 2024 – Present

Coordinated and managed the CEO's & COO's calendars, scheduling meetings, appointments, and events while prioritizing and resolving conflicts.

Manage filing systems, maintain records, and ensure the smooth functioning of administrative processes.

Assisted in the planning and execution of high-profile events for the Turner Foundation, including a conference, the President's Guild Dinner, and other organizational gatherings, ensuring seamless coordination and exceptional guest experiences.

Played in an integral role in a renovation project of a 36-acre property called "Valinor":

- Researched and sourced vendors, materials, and services that align with the aesthetic and functional vision for the property.
- Managed project-related budgets, invoices, and expense tracking to ensure financial accountability.
- Maintained documentation, contracts, and records related to the renovation project.
- Coordinated with designers, landscapers, and other professionals to ensure all elements of the project are executed seamlessly.
- Handled sensitive information with the utmost discretion and professionalism.

## ACTIVITIES

UCSB PickleBall Club  
Founder, Social Chair, and  
Social Media Coordinator.

Member of Kappa Alpha  
Theta

Intramural Co-Ed Basketball  
Captain and Teammate  
2023–2024

## EDUCATION

**University of California Santa Barbara — Bachelor of Communications, Minor in Feminist Studies**

September 2021 – June 2024

**Carlos III University of Madrid**

August – December 2023

