

Brittania Chan

Partnerships & Event Coordinator

(415) 948-4390 | brittania.chan11@gmail.com | brittaniachan.com | [linkedin.com/in/brittaniachan](https://www.linkedin.com/in/brittaniachan) | San Francisco, CA

PROFILE

Events and partnerships coordinator with experience producing 50+ live activations and large-scale experiences spanning corporate, community, gaming, and live entertainment audiences, from 1,000+ global employees to 125,000+ festival attendees. Experienced in partner and vendor coordination, cross-functional stakeholder management, event logistics, and performance reporting. Brings hands-on experience across livestream production, audience engagement, community programming, and live event operations.

CORE SKILLS

Partnerships & Stakeholders: Partner & Vendor Management, Stakeholder Communications, Cross-Functional Collaboration, Sponsor Relations, Community Engagement

Event & Production: Event Logistics, Live Production, On-Site Execution, Workflow Development, Budget Tracking, Talent Logistics

Live & Digital Experiences: Livestream Operations, Audience Engagement, Content Development, Broadcast Platforms

Tools & Platforms: Asana, Slack, Envoy, Google Workspace, Coupa, Zoom, Canva, Twitch, YouTube, Streamlabs, Discord

EXPERIENCE

Workplace Coordinator, Planet Labs | San Francisco, CA

Nov 2024 – Present

- Develop long-term partnerships with SF Food Mart, Fez Coffee Cart, and more through employee insights, weekly feedback, and service refinement, expanding recurring catering into breakfasts, happy hours, and experiential activations.
- Build community partnerships with HandsOn Bay Area, Letters Against Isolation, and the Salvation Army to develop bi-monthly volunteer experiences, coordinating hands-on service opportunities for 250+ employees across local community initiatives.
- Transform a summer farmers market concept into a multi-partner activation, coordinating contributors across company departments and external partners including The Gold Diggers vineyard to bring produce, baked goods, and wine together; own the activation design, partner coordination, volunteer structure, and onsite execution, turning a one-time idea into an annual employee favorite.
- Shape global programming across Space Systems, Manufacturing, People Operations, and 6 US/EMEA offices by designing event calendars and monthly themes for 1,000+ employees while using engagement and operational data to deliver in-budget programming and reduce annual operating costs by \$15K+.
- Redesign Friends & Family Night as a bi-monthly lab tour experience by consolidating visitor requests into four 30-minute tours of up to 20 guests with centralized registration, technician coordination, and compliance checks while accommodating up to 80 guests per event and minimizing disruption to manufacturing operations.
- Lead planning for Planet's 300+ employee holiday experience, using employee feedback to balance executive preferences and venue availability before negotiating the selected date and contract terms across catering, bar service, AV, security, staffing, and cancellations; coordinate venue and vendor partners through walkthroughs, layout planning, and onsite execution to deliver a cohesive themed experience.

Festival Operations Staff, Stern Grove Festival Association | San Francisco, CA

Jun 2024 – Aug 2024 (Part-Time)

- Coordinated talent, partner, guest services, and front of house teams across 5+ live productions reaching 125,000+ combined attendees, aligning backstage access, guest movement, VIP needs, and show-day logistics for performances including Chaka Khan, Herbie Hancock, and Alex G.
- Orchestrated security, guest services, and ticketing teams across 4 festival access points to streamline guest entry, manage crowd flow, and reduce check-in time and improve guest experience and satisfaction by 15% for 5,000+ attendees per event.

Associate Producer, Games For Love | United States

Feb 2024 – Aug 2024 (Volunteer, Part-Time)

- Developed content calendars and interactive viewer experiences for the League of Pros esports initiative, shaping featured-title programming for a 500+ member community and activating weekly livestreams that generated 20+ interactions per session.
- Produced live gaming broadcasts on Twitch and LinkedIn using Streamlabs, managing overlays, chat engagement, and real-time broadcast operations while playing; develop graphic and scheduling guidelines that help volunteer creators deliver consistent, accessible content for Games For Love's Twitch community.

EDUCATION

California State University, Dominguez Hills

May 2022

Bachelor of Arts in Physical Education — GPA 3.90, Summa Cum Laude, Dean's List

City College of San Francisco

Jun 2019 – May 2020

Associate of Science in Social and Behavioral Science — GPA 3.92, Department Honors