

Kate Campbell

Bellingham, Washington | 9013956675

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Skills

- Proficient in Administrative Support
- Strong Communication Skills
- Database Management
- Budget Management

Programming Languages

- Python, Java & C
- HTML & CSS
- JavaScript & React
- SQL

Software Proficiency

- Microsoft Office Suite, including Excel, Teams, and SharePoint
- Qualtrics: Survey and Data Collection Tool
- GitHub: Version Control and Collaboration Platform
- Jira: Issue and Project Tracking Software

EXPERIENCE

Lab Manager

Sep 2023 - Present

Index in Bounds Research Lab, Western Washington University, Bellingham, WA

- Oversee and manage laboratory operations, ensuring equipment maintenance and organization.
- Coordinate ongoing research projects related to computer science education and accessibility, maintaining lab protocols and supporting researchers.
- Handle budget management and procurement, ensuring resources are available for research activities.

Research Assistant

Jan 2023 - Present

Index in Bounds Research Lab, Western Washington University, Bellingham, WA

- Collaborate on ongoing research projects related to computer science education and accessibility.
- Contribute to the development of research methodologies and data collection.
- Analyze data and findings, and participate in research discussions.

Residential Office Assistant

Jul 2021 - Nov 2023

Western Washington University, Bellingham, WA

- Provided comprehensive administrative support to the Resident Director (RD) and facilitated community activities.
- Managed scheduling, tracked Resident Advisor (RA) progress, maintained budgets, and handled procurement.
- Ensured efficient office organization, maintained social media accounts, and delivered quality customer service to residents and staff.

Center Director

Nov 2018 - Mar 2020

Kids World Frontiers, Bellingham, WA

- Oversaw the establishment and operation of a licensed child care center.
- Managed the center, including time-keeping, payroll, accounts payable, and billing processes.
- Successfully resolved staff, parent, and child-related conflicts.

Lead Preschool Teacher

Jan 2000 - Apr 2017

Kids World, Bellingham, WA

- Developed and implemented age-appropriate curriculum and engaging lesson plans.
- Maintained open and effective communication with families, ensuring a supportive and collaborative partnership.
- Demonstrated strong classroom management skills, creating a safe, nurturing, and positive learning environment.

EDUCATION**Bachelor of Science (B.S.) - Computer Science**

Sep 2021 - Jun 2025 (Expected)

*Western Washington University, Bellingham, Washington***Associate of Arts (A.A.) - Early Childhood Education**

Jun 2018 - Jul 2021

*Whatcom Community College, Bellingham, Washington***CERTIFICATIONS****Early Childhood Education**

2021

Washington State