

# Dawn Mott

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## SKILLS

Community Building . Relationship Management  
Marketing . Cold Calling and Emailing . Fundraising

## COMMUNITY ENGAGEMENT

**PDXWIT (Portland Women in Tech)** - Virtual/PDX  
*Podcast Producer and Host* Jul 2019 - PRESENT  
*Event Emcee/Speaker* Aug 2019 - PRESENT  
*Mentor* Aug 2020 - PRESENT

**Food With Dignity** - Portland, Oregon  
*Community Coordinator* Jun 2015 - Aug 2020  
**Women in Science** - Portland, Oregon  
*Website & Communications* Jul 2019 - Apr 2020

## PROFESSIONAL EXPERIENCE

### Software Developer

#### DE&I Team Representative

*Metro Regional Government* - Remote/Portland, Oregon Oct 2019 - Apr 2020

- ERG Meetings Team Lead; represented department in DE&I meetings and initiatives and managed the budget.
- Application designer; used Balsamiq and Sketch to produce multiple versions for stakeholder approval.
- Worked within an Agile framework to consistently exceed expectations of weekly deliverables and deployments.

### Software Developer

#### Digital Marketing Specialist

*Dymaptic* - Remote/Portland, Oregon Jun 2018 - Sep 2019

- Met with clients to discuss new work, write proposals and scope presentations, and build bids for projects.
- Developed presentations and workshops for team members to take to national conferences in reveal.js.
- Maintained relationships with outside design and marketing firms to promote future business liaisons.

### Operations Manager

#### Chief Operating Officer

*Far Out Solutions* - Remote Apr 2009 - Sep 2010  
Nov 2015 - Mar 2018

- Led weekly remote staff meetings and conducted 1-1s with staff, leading to increased retention.
- Created personalized branding for small business clients, designing logos and building out brand guidelines.
- Placed job ads, screened, hired, and on-boarded technical and non-technical team members.

### Freelance Bookkeeper

*Communitecture* - Portland, Oregon Feb 2016 - Apr 2018

- Processed payments, created invoices, monthly journal balancing.

### Executive Assistant

*Feral Cat Coalition of Oregon* - Atlanta, Georgia Jun 2017 - Mar 2018

- Development, bookkeeping, volunteer coordination, event planning.

### Co-Owner

#### Operator

*Gunstreet Goods* - Remote/Atlanta, Georgia Nov 2012 - Feb 2016

- Built relationships with local store owners for events; built online following through Nashville Flea Market booth.

### FoH Manager

#### Bartender

*Grindhouse Killer Burgers* - Atlanta, Georgia May 2011 - Oct 2012

- High-grossing, fast-paced team lead and trainer.

## EDUCATION

**Certificate** - Portland, Oregon  
*Epicodus 6-month, In-person Degree* (2018)  
UI Design & Frontend Software Development

**Bachelor of Arts** - Orlando, Florida  
*University of Central Florida* (2004)  
Behavioral Sciences & Gender Studies

