

Dawn Mott

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SKILLS

Empathetic . Aware . Tenacious . Assertive .
Positive . Proactive . Adaptable . Patient .

COMMUNITY ENGAGEMENT

Portland Women in Tech

Podcast Producer and Host
Mentor/Event Emcee/PR

Food With Dignity

Community Coordinator

Women in Science

Website & Communications

PROFESSIONAL EXPERIENCE

GIS Developer

DE&I 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

Office Administrator

Dymaptic - Remote/Portland, Oregon

Jun 2018 - Sep 2019

- First employee at early-stage startup; brainstorming all new initiatives and branding; wearing many hats
- Met with clients to discuss new work, write proposals and scope presentations, and build bids for projects
- Developed GIS focused talks and workshops to present at national conferences

Operations Manager

Chief Operating Officer

Far Out Solutions - Remote

Apr 2009 - Sep 2010

Nov 2015 - Mar 2018

- Led weekly remote staff meetings and held 1:1s, leading to increased employee retention and engagement
- Account manager and customer contact for technical issues and monthly sales renewals
- Set goals and worked with individual team members to strengthen their skills and exceed expectations

Bookkeeper

Communitecture - Portland, Oregon

Feb 2016 - Apr 2018

- Created a monthly flow for processing payments, creating invoices, and recording monthly journal balancing

Executive Assistant

Feral Cat Coalition of Oregon - Atlanta, Georgia

Jun 2017 - Mar 2018

- Streamlined processes in development, bookkeeping, volunteer coordination, and event planning, increasing efficiency and saving the non-profit valuable labor hours

Co-Owner/Operator

Buyer/PR

Gunstreet Goods - Remote/Atlanta, Georgia

Nov 2012 - Feb 2016

- Built e-commerce website and online following; fostered relationships with shops and bands for popup events

FoH Manager

Bartender

Grindhouse Killer Burgers - Atlanta, Georgia

May 2011 - Oct 2012

- Oversaw day-to-day operations, exceeding sales goals, bookkeeping, and encouraging a regular customer base

EDUCATION

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

Bachelor of Arts - Behavioral Sciences
University of Central Florida (2004)

