

Dawn Mott

Portland, Oregon | (503) 396-3800
dawn.mott@gmail.com | dawnabelle.github.io/dawnabelle

SKILLS

Community Building . Relationship Management
Marketing . Event Planning . Public Speaking

COMMUNITY ENGAGEMENT

Portland Women in Tech

Podcast Producer and Host
Mentor/Event Emcee

Food With Dignity

Community Coordinator

Women in Science

Website & Communications

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/Account Manager

Dymaptic - Remote/Portland, Oregon

Jun 2018 - Sep 2019

- First employee at early-stage startup; interviewed and onboarded all incoming employees
- Met with clients to discuss new work, write proposals and scope presentations, and build bids for projects
- Developed presentations and workshops to take to national conferences

Operations Manager

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
- Placed job ads, screened, hired, and on-boarded technical and non-technical team members
- Set goals and worked with individual team members to strengthen their skills and exceed expectations

Freelance 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

Gunstreet Goods - Remote/Atlanta, Georgia

Nov 2012 - Feb 2016

- Built e-commerce website and strong online following; projected future styles and shopped for each season

FoH Manager/Bartender

Grindhouse Killer Burgers - Atlanta, Georgia

May 2011 - Oct 2012

- Oversaw day-to-day operations, led by example exceeding sales goals and encouraging a regular customer base

Event Lead (Seasonal)

Saks Fifth Ave - New York, New York

Sept 2009 - March 2011

- Day-of event contact, managed crews of up to 20 event staff, coordinated food, beverage, and coat check

EDUCATION

Certificate - UI Design & Frontend Development

Epicode 6-month, In-person Degree (2018)

Bachelor of Arts - Behavioral Sciences

University of Central Florida (2004)

