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TREVIN HASELTINE

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Skills

- Project Management
- Agile/Scrum
- Software expertise
- Vulnerability Management
- Risk Management
- Penetration Testing

- Python
- Command Line Tools
- Vendor Management
- MacOS
- Windows

Experience

University Of California, Davis | Davis, CA
IT Project Manager
03/2022 - Current

- Project Manager for the IT Security team within the University of California's Biosafety department
- Drafting action plans and led meetings with department executives to review project status and proposed changes.
- Outlining work plans, assessed resources and determined timelines for projects.
- Establishing project roadmaps, dashboards, reports, and deadlines in Jira to track the progress of epics, projects, and other key initiatives.
- Facilitating Sprint Planning meetings, Grooming Sessions, Retrospectives, and Standup meetings to promote work efficiency within the team.
- Coordinated weekly releases and monitored pull requests, code reviews, etc. within GitHub to ultimately convey updates to our product owners and customer success teams.

Side, Inc | San Francisco, California
IT Lead/Project Manager
12/2019 - Current

- Overseeing roughly 30-40 weekly support tickets within ServiceNow and other support/bug ticket queues for engineers and specialists.
- Creating thorough technical documentation and knowledge bases for users and other internal departments.
- Continuously learning and understanding the use of Agile/Scrum best practices to drive effectiveness in the Software Development Lifecycle, ensuring product success for end users.
- Experience in conducting requirement analysis, scoping, project scheduling, and playbook creation, to aid in the creation of new features and to maintain organizational excellence.
- Working hands-on with several engineers to generate scripts, web scrapers, and other tools for task automation with Python.
- Leading enterprise-wide implementations, driving communications both externally with vendors, as well as internally with stakeholders from Product, IT, and Customer support teams.
- Managed company Domain purchases and basic DNS configurations using Namecheap, GoDaddy, and Cloudflare, as it relates to system provisioning and integration.
- Serving as an escalation point for surfaced issues through a tier II/III tech-support queue, troubleshooting on both MacOS and Windows

machines.

- Aided in a 2,200 user deployment of Okta to enhance application security, using SAML authentication for applications within a customized dashboard

Experience.com | San Francisco, California
Implementation Specialist
11/2018 - 12/2019

- Worked closely with engineering and business development teams to identify and deploy multiple data integration methods
- Managed configuration, installation and troubleshooting of applications and software for clients.
- Reviewed project scope ahead of installation to understand customer expectations and important details.

Education and Training

Boston University | Boston, MA
Master of Science in Software Development
Expected in 05/2023

University of California, Berkeley | Berkeley, CA
Bachelor of Arts in Legal Studies
05/2017