**Toby Eaton  
1625 SE Roberts Dr #B110  
Gresham, OR   
(503) 388-0764  
tobydawneaton@yahoo.com**

**Experienced manager of projects that excels in planning,   
execution, and leadership**

**PROFESSIONAL EXPERIENCE**

**Mt Hood Community College Aug/2008- Present  
Department of Research and Planning   
Gresham, OR  
Research and Planning Assistant - Project Specialist**

Led teams of 5+ members in the on-time completion of multiple survey projects that resulted in data used for ongoing program assessment and planning initiatives at the institution

Key player in institution wide implementation, training and management of major third party database (Weaveonline©) for the purpose of educational outcomes assessment and strategic planning

Produced and published numerous guides, presentations and technical documents related to planning, assessment, and institutional effectiveness

Widespread experience giving presentations to Deans and faculty on the use of the College Strategic Planning and Educational Assessment software

**Mt Hood Community College Jan-Sept/2008  
Small Business Development Center  
Gresham, OR  
Web Developer Internship (pilot program)**

Initial development of contracts and processes between client/company regarding website creation protocols

Design and develop websites ensuring strong optimization and functionality

Monitor technical performance of site and web server

Code web pages utilizing CSS and HTML

Interact with clients

**Gresham Chamber of Commerce Feb-June/2008  
Gresham, OR  
Assistant Web Developer Internship**

Assist lead developer in data manipulation of member database

Interact with customers to provide information in response to inquiries about tourism products and destinations

**TECHNICAL SKILLS**

**Operating Systems:**

Windows 7

Windows XP

Window Vista

Mac OS X

**Applications:**

Visio

SmartDraw

Statdisk

Minitab 16

MS Project

MS Word

MS PowerPoint

MS Excel

MS Access

MS Outlook

Google Docs

Photoshop CS5

InDesignCS5.5

Acrobat X Pro

Flash CS5

Dreamweaver CS5.5

Fireworks CS5.5

GoToMeeting

Elluminate

Skype

CoffeeCup

FileZilla

Fireshot

SmartBoard

**Languages:**

HTML5

XML1.0

Visual Basic6

JavaScript

SQL

**EDUCATION**

Bachelor of Science, Operations Management, December 2011

Oregon Institute of Technology

Klamath Falls, Oregon

Associate of Applies Science, Web Management

Mt Hood Community College

Gresham, Oregon

**References upon Request**