

Caitlin Crowe

NYC | caitlin.crowe@gmail.com | (415) 912 - 0706

Social Anthropologist M.A. with deep experience in critical multivariate analysis of complicated and nuanced sociocultural issues.

Education The University of Edinburgh, Social Anthropology M.A. South Asian Studies and Sociology, High Honours

Project Management Agile, Jira, Pivotal Tracker

Excel PivotTables, Vlookup, Index/Match, and Data Tables

Office Tools Google Apps, Microsoft Suite, Freshbooks

Work History

General Office Manager & Sales | J&P Timepieces | 01/2016 - 04/2017

Responsibilities – Inventory Management, Technical Documentation, Sales Documentation, Product Listing, Professional Correspondence, Travel Booking, Calendaring, Customer Relations

J&P Timepieces is a high-end boutique specializing in the resale of unique luxury watches.

Researched, procured and documented rare and historically significant timepieces, before listing on various marketplaces. Coordinated and attended international trade shows.

General Operations & Office Manager | Tivix, Inc. | 01/2014 - 06/2015

Responsibilities – Business Insurance Administration, Employee Benefits Management & Administration, New Employee Orientation, Expense Processing, Severance Processing, Personnel Management, Career Path Development, Team Building Event Planning, Travel Booking, Satellite Office Coordination, Client Coordination, Vendor Management, Software Testing, Asset Purchasing & Tracking

Tivix is boutique software company that builds products for various massive enterprises and small digital shops.

I initially joined Tivix as a part time assistant to the CEO to perform daily administration and office tasks as the company expanded. I quickly developed this role into a full time position as Operations and Office Manager allowing the CEO to focus on corporate strategy and client acquisition.

File Clerk & Front Desk Reception | Severson & Werson, LLP | 06/2012 - 12/2013

Responsibilities – Maintain & Organize Case Files, Sort Correspondence, Index Discovery & Pleadings, Coordinate Off-Site Storage, General Reception Duties, Calendaring

Severson & Werson is a California based Corporate Law Firm specializing in banking, business litigation, insurance and professional liability.

Documented and indexed legal correspondence for 5 attorneys with an average of 80 to 100 active cases.