

# Kati(Pelletier)Taylor

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## .: SKILLS .:

**Front-end** :: HTML, CSS, Bootstrap, WordPress, UX/UI research and design, JavaScript, jQuery

**Back-end** :: SQL, Mongo, Postgres, Rails

**PM, etc.** :: Agile, Trello, GitHub, iWork, Microsoft Office, Adobe Creative, technical writing, public speaking, ability to jump in and get things done

## .: EDUCATION .:

**Master of Science in Information Studies** :: University of Texas, Austin, TX.

**Bachelor of Arts in English Literature, Summa cum laude** :: St. Edward's University, Austin, TX.

**Web Development Immersive** :: General Assembly, Austin, TX.

## .: EXPERIENCE .:

**Freelance web design, content management, and UX consultation**

**Present**

**Student Developer** :: Austin, Texas :: General Assembly

**2015 - 2016**

12-week immersive full stack development course, project based learning, covering JavaScript, jQuery, Node.js, Ruby, Ruby on Rails, Angular, etc.

**Senior Program Coordinator** :: The University of Texas at Austin

**2013 - 2015**

Designed and managed transition of awards application process from paper-based to digital submission in less than nine months. Maintained CMS webpages. Developed pool of reviewers through field calls, informational events, and social media. Successfully crafted and delivered a training program for support personnel, resulting in more efficient and complete awards applications. Managed undergraduate degree legislation.

**Program Coordinator** :: The University of Texas at Austin

**2008 - 2011**

Project and program management in the Office of the Provost and Vice President and Department of Mathematics. Coordinated scheduling of 800+ unique courses per semester. Liaison for undergraduate curriculum changes. Maintained relationships and coordinated documentation.

**Employee Benefits Information Specialist** :: New York, N.Y. :: Cleary Gottlieb Steen & Hamilton LLP

**2006 - 2008**

Due diligence investigation, executive compensation modeling, and contract proof-reading for Fortune 100 clients.

**Associate Manager of Planned Giving** :: New York, N.Y. :: New York Public Library

**2005 - 2006**

Developed relationships leading to planned gifts averaging \$150,000. Managed concept through execution of events for 40 - 300+ attendees.

**Professional Librarian / Archivist** :: The University of Texas at Austin Libraries

**2003 - 2005**

Processed and created digital HTML/XML finding aids for collections of Don DeLillo and Leon Uris. Managed circulation desk.

**Graduate research assistant** :: The University of Texas at Austin, School of Information

**2002 - 2003**

UX/UI research and taught undergraduate online course "Information in Cyberspace." Created and led HTML, CSS, Dreamweaver, iMovie workshops.

**United States Navy** :: Oak Harbor, WA :: Jet engine mechanic

**1994 - 1998**

VAQ-129 "Vikings" / Petty Officer Third Class (E-4) Aviation Machinist's Mate. Troubleshooting, maintenance, launch & recovery of EA-6B aircraft.

## .: COMMUNITY WORK .:

**Project Manager / Producer** :: Austin Artistic Reconstruction, LLC, BurningFlipside

**2013 - Present**

Create a week-long digital wonderland, entirely off-grid, with 2,000+ participants and reclaim land to natural condition at event end. Build volunteer base for community service projects. Coordinate training events, active in community planning, and event management policy. Medic and fire teams.