

KatiTaylor

347.495.1129 :: katiwords@gmail.com :: [linkedin.com/in/katiwords](https://www.linkedin.com/in/katiwords) :: katitaylor.bitballoon.com

Seasoned project manager with updated tech skills transitioning into software development industry.

.: SKILLS .:

Front-end :: HTML, CSS, SASS, Bootstrap, WordPress, UX/UI research experience, JavaScript, jQuery, AngularJS, AJAX

Back-end :: SQL, MongoDB, Node.js, Ruby, Ruby on Rails

PM, etc. :: Agile, Pivotal Tracker, Trello, GitHub, Heroku, iWork, Microsoft Office, Adobe Suite, Google-fu, 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 .:

Senior Program Coordinator :: The University of Texas at Austin :: provost.utexas.edu/faculty-awards **2013 - 2015**

Project manager for design & implementation of web-based solutions for university-wide awards program. Redesigned & maintained website.

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.

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 compliance audit with NY State AG's office and portfolio of over 800 planned gifts.

Managed logistics of workshops, seminars, and recognition 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

.: VOLUNTEER AND COMMUNITY .:

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.

Active in community planning and event management policy. Medic and fire teams.