

Caitlin Regan

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EDUCATION

Simmons University, Boston, MA

Bachelor of Science Double Major in Computer Science and Studio Art, Expected May 2023

GPA: 4.0

Honors: Dean's List, Fall 2021

Activities: MindScope Magazine editor and designer; Statistics tutor; Statistics grader

Transferred from Massachusetts College of Art and Design, Boston, MA

Bachelor of Fine Arts Double Major in Fibers and Art Education, August 2019 — May 2020

RELATED EXPERIENCE

Laura (Riding) Jackson Foundation, Vero Beach, FL

Spring 2020 – Summer 2021

Executive Assistant

- Organized digital storage drive and physical archive; created a time-saving system used daily by employees and Board members
- Merchandized physical office space; set up online store; aided in reconciliation and financial record management; recorded minutes at Board meetings
- Managed donations and communicated with donors via CRM platforms; safely migrated data from one CRM platform to another
- Built and maintained a WordPress website from scratch; created and managed events with Wordpress and Eventbrite; designed all graphics; managed social media
- Supported the design and facilitation of student programs; created online workshops and materials used in local high schools
- Built, designed, and formatted two books; designed two book covers; facilitated ISBN numbers and trademark processes

ADDITIONAL EXPERIENCE

Starbucks, Boston, MA

Fall 2021

Barista/Counter Staff

Botanica, co., Vero Beach, FL

Fall 2020

Product Assembly

- Assisted in every stage of production including assembly, cleaning, and packaging of various products

TJ Maxx, Orleans, MA

Summer 2019

Cashier

VOLUNTEER EXPERIENCE

AmeriCorps Jumpstart, Boston, MA

2021 – present

Corps Member

- Implemented curriculum with the intention of improving literacy skills in young children

Indian River Clay, Vero Beach, FL

Summer 2021

Volunteer Potter

- Made and donated clay soup bowls to annual Soup Bowl event; Facilitated events at the studio

SKILLS

Technology: Proficient in Adobe Photoshop; InDesign; CRM platforms (experience with Network for Good and Keela); Google Workspace; Microsoft Office Suite; WordPress; Domain management

Programming Languages: Java, Python, R, HTML, CSS, Javascript