

Caitlin Regan

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EDUCATION

Simmons University, Boston, MA

Bachelor of Science Double Major in Computer Science and Studio Art, Minor in Data Science, Exp May 2023

GPA: 4.0

Honors: Dean's List, Fall 2021 and Spring 2022

Activities: MindScope Science Magazine editor, designer, & secretary; Orientation leader

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

Summer Undergraduate Research Program at Simmons (SURPASS), Boston, MA

Summer 2022

Scholar

- Designed and executed a university-funded research project
- Collaborated with a faculty member to explore the creation of art using R, including both generative and data-based art
- Currently building a website as well as preparing a report to present in the Spring at Simmons' Undergraduate Symposium

Statistics Teaching Assistant, Grader, and Tutor at Simmons, Boston, MA

Spring 2022 – current

Computer Science Teaching Assistant at Simmons, Boston, MA

Summer 2022 – current

VOLUNTEER EXPERIENCE

AmeriCorps Jumpstart, Boston, MA

Fall 2021 – Spring 2022

Corps Member

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

Indian River Clay, Vero Beach, FL

Summer 2021

Volunteer Potter

- Crafted 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, Linux/Command Line

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