

Extra Cool Cat

Purrfessional Organizer | Nap Strategist Extraordinaire
that's my email here's my linkedin

Summary

Curious, detail-oriented feline with 5+ years prowling the realms of operations, documentation, and translation. Transitioning gracefully into data analytics and workflow optimization, always on the hunt for efficient processes. Passionate about coding, arts, and napping in sunbeams. *(Fun fact: can chase down bugs in code as fast as a laser dot!)* *(Fun fact 2: this is my first time using LaTeX and like second month coding anything!)*

Skills

- **Paw-sitive Attention to Detail:** nothing escapes my watchful eyes (or whiskers)
- **Data Hunting:** sniffing out patterns in spreadsheets and reports
- **Automation Claws:** swiping repetitive tasks away
- **Soft Skills:** purrfect communication, tail-friendly teamwork
- **Cross-domain Expertise:** finance, education, psychology, human behavior observation

Certifications

- **Journey into Playtunnels** – CatSignal, 2025 (in progress)
- **R Programming for Cats** – Simplicats, 2025 (in progress)
- **Python Bronze Level** – Catch-a-snake, 2025
- **Hissing for Dummies (Basic & Advanced)**
- **Certificate of Best Nap Buddy**
- **Human Language** (Fluent)

More clawsome certifications listed on LinkedIn.

Education

University of the Salmon 2022 – 2024
Bachelor of Nap Sciences

Tuna National University 2018 – 2022
Bachelor of Human Behaviour

Interests

- Chasing laser dots
- Sunbeam lounging & cat naps
- Observing humans
- Pouncing on opportunities
- Meowing at closed doors
- Catching feathers
- Baking (human treats taste test)
- Lifelong curiosity

Typeset in L^AT_EX

Work Experience

Chief Mouse Tracker Aug 2025 – Present
Meow Advertising

- Patrolled spreadsheets and reports, ensuring no anomaly escapes detection.
- Streamlined repetitive tasks, swiping away inefficiencies by 15%.
- Maintained real-time tracking tools (Google Sheets hehe) to spot lurking overdue accounts.
- Authored clear “paw-scripts” to help new kittens onboard faster.
- Updated templates to optimize workflow, cutting revision cycles by 10%.

Purroject Coordinator Sep 2024 – Aug 2025
LitterBord

- Translated & certified 200+ educational and human documents with feline precision.
- Designed templates and file-naming systems, making the job funnier by 15%.
- Developed a Notion-based knowledge hub adopted throughout the company, making everyone a cat.
- Automated Google Sheets workflows to catch more mice by 70%.
- Mentored four new kittens, ensuring smooth integration.

Office Nap Manager Jul 2022 – Aug 2024
SleepyCo.

- Oversaw daily operations for 60+ humans, ensuring smooth logistics.
- Created an internal operations guide, cutting onboarding time by 50%
- Negotiated vendor treats contracts for cost-efficient procurement.
- Streamlined workflows, reducing bottlenecks and keeping humans happy.

Volunteer work/Projects: coordination, mental help and endless purring :).