Elizabeth Larkin

enlarkin@gmail.com
415-551-1700
San Francisco, CA

Highland Technology, Inc.   **2008 - present**

Highland Technology designs and manufactures high-speed and high-precision test, measurement, and simulation equipment.

Vice President   2016-present
- Direct company business and finance activities
- Oversee manufacturing, quality control, and test operations to ensure timely, reliable, and efficient production of merchandise
- Define, implement, and maintain operational systems including internal quality management, material control, and manufacturing phase tracking systems
- Author policies and procedures in conjunction with human resources and electronic manufacturing industry best practices
- Run sales department, including price setting, client relationship management, and data processing
- Plan and implement marketing campaigns including budget allocations and supplier management
- Liaise with engineering department to align hardware, software, and mechanical release schedules with customer and executive expectations
- Maintain company library to safeguard consistency and clarity of internal and external records using version control practices based on military documentation control standards
- Establish data collection and parsing structures to make operational and strategic forecasts that guide product definition, sourcing, and planning decisions

Website developer and administrator   2010-present
- Design and maintain external company website front-end to showcase core competencies and product catalog
- Partition product lines and capabilities to provide clean user interface to visitors from various sectors
- Oversee analytics and pay-per-click campaigns to increase search rankings, draw relevant traffic, boost visitor duration, and collect informative user data
- Maintain and document in-house server to manage employee access to internal materials
- Languages include HTML, CSS, and JavaScript

Design Engineer   2009-2016
- Define the physical arrangement of electronic components and connections on printed circuit boards, optimizing layouts for speed, signal integrity, aesthetics, and manufacturability
- Generate fabrication instructions, bills of materials, assembly drawings, and release documentation
- Identify and document procedures to minimize errors and standardize content and file structures

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Education

Cornell University   2004-2008
- Bachelor of Arts, Psychology

UC Berkeley Haas School of Business   2015-2017
- Master of Business Administration

Columbia School of Business Executive Education   Winter 2020
- Certificate of participation, Python for Managers

UC Berkeley Extension Full Stack Developer Bootcamp   2020 – present
- Certificate of Completion in progress

Activities

Youth Softball Coach
- Rooftop Alternative Middle School   2008-2014
- Raoul Wallenberg Traditional High School   2010
- The Urban High School of San Francisco   2011-2014

Cornell Varsity Softball Team   2004-2008
- Team captain   2007-2008
- Recipient of Cornell Softball Unsung Hero Award   2008

Member of Pi Beta Phi, New York Delta Chapter   2005-2008

Avid skier, golfer, and Giants/49ers fan