

# CAITIN DAS

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## Education

**University of North Carolina Greensboro**

**BFA Art Education, Spring 2011**

Cum Laude Honor

Certified K-12

**Microsoft Power BI Data Analyst: PL-300 Certification**

March 2024

**Udemy April 2023 – February 2024**

Microsoft Power BI Desktop for Business Intelligence

The Ultimate MySQL Bootcamp

The Complete Python Bootcamp

**Google UX Design Certification**

August 2022

## Hard Skills

- Microsoft Office
- SQL
- Power BI & Tableau
- Adobe Creative Suite
- CompTIA ITF+

## Soft Skills

- Attention to Detail
- Communication
- Teamwork
- Training
- Adaptability

**Link to Power BI report from Portfolio:** [AdventureWorks Retail Power BI Report](#)

## Work Experience

**Free Lance Artist, Self Employed, Wilmington, DE & Pfafftown, NC September 2020 -Present**

- Communicated and coordinated with clients about art projects and timelines.
- Networked with other artists and created projects based on clients wants and needs.
- Identified online trends and executed digital marketing while setting up my online shop.
- Created Excel spreadsheets to keep track of inventory and sales.

**Volunteer, Delaware Registry, Wilmington, DE April 2018 - August 2021**

- Helped with organizing, labeling, scanning, and mail forwarding in the office.

**Before/After School Care Coordinator, Art Specialist, YMCA, Wilmington, DE Nov. 2019 - August 2020**

- Coordinated and organized all activities at the before/after school site.
- Communicated with parents about programs and activities along with their children's needs.
- Prepared and organized all client paperwork and inventory of supplies.
- Trained new after school care counselors at my site.
- Participated in all trainings and childcare certifications.

**Visual Arts Teacher, Cameron Elementary School, Alexandria, VA Sep. 2015 - Dec. 2017**

- Developed curriculums and implemented all lesson plans for grades K-6.
- Prepared and delivered presentations to staff during school wide meeting.
- Communicated with parents about students' progress via email and phone.
- Created spreadsheets to keep track and manage the entire school's craft supply inventory.
- Hosted art show for the community while collaborating with art teachers in the area.

**Visual Arts Teacher, Northeastern Randolph Middle School, Liberty, NC Aug. 2011 - Sep. 2015**

- Created and implemented curriculums for grades 6-8, while collaborating with other art teachers in the area.
- Maintained student's paperwork and communicated with parents about students' progress.
- Elective chairperson for peer-led team, Fall 2014-Fall 2015