

CAITLIN ANNE MOATS

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Tacoma, WA 98445

I am a Project Manager with a passion for education and equity. I am seeking a role as an adjunct faculty member to further share what I've learned and act as a conduit for student learning.

EDUCATION

MS Western Governor's University – IT Management Dec 2019
Thesis: "Centralizing Printer Management at the University of Washington – Bothell"

BS University of Washington, Bothell – Biological Sciences June 2016

Incomplete: Western Governor's University - MA Teaching Science 5-12
*This course led to licensure. **All** course work was completed but was unable to complete student teaching at the time due to financial reasons*

CAREER EXPERIENCE

University of Washington | Tacoma, Washington Oct 2022 – Present
Project Manager – Information Technologies

- Project Management
 - o Effectively managing projects for the IT department. These projects include application development, server upgrades, and software implementation.
- Computer Literacy Seminars
 - o Manage multiple students in the development and promotion of seminars aimed at the UW community to help increase understanding of technology topics such as web development, machine learning, cybersecurity, and the basics of programming
- Health and Safety Liaison
 - o Act as liaison for the UWT IT department to ensure that health and safety standards are being upheld and updated as necessary

Seattle Children's | Seattle, WA (contract) Nov 2021 - Oct 2022
IT Project Manager, Planning Design and Construction

- Move, Adds, and Changes
 - o Primary contact and coordinator for PDC for computer moves, adds, and changes throughout the organization including networking, workstations, and telecom
- Odessa Brown Children's Clinic – Othello

- Assisted project team with final mile project work for the opening of a new \$30mil children's clinic in Seattle
- Odessa Brown Children's Clinic – Central
 - Completely decommissioned working areas of a prominent clinic at Seattle Children's

Regence Blue Cross | Tacoma, WA Aug 2020 - Nov 2021
IT Project Manager, Federal Employee Program

- Managed work of Data Analytics team in their daily work flow
- Produced monthly newsletter to department
- Implemented scrum methodology to the DA team

University of Washington | Bothell, WA Jun 2017 - Oct Aug 2020
Computer Support Technician III, Information Technologies

- Tier II Computer Support
 - Acted as tier II computer support for UWB, including deployment, imaging and troubleshooting of computers
- Classroom and Event Support
 - Provided A/V and technical support for UWB classrooms and on-campus events
- Printing Support Specialist
 - Acted as the only printing support specialist on campus
 - Implemented new centralized printing system
- IT Project Manager
 - Implemented EAB Navigate, an advising software aimed at increasing graduation rates of students, especially at-risk students
- General Staff Organization
 - Acted as Chair of General Staff Organization, an organization dedicated to representing staff on the University of Washington Bothell campus
 - Managed budgets of less than \$50k

Puyallup School District | Puyallup, WA Nov 2016 - Jun 2017
Substitute Teacher, Various Schools/Grades

- Taught at various grade levels throughout the district
 - Long Term Sub at Ridgecrest Elementary for 6th grade class
 - Long Term Sub at Glacier View Junior High for 7th grade science
 - Most requested science substitute teacher

Puyallup Dermatology | Puyallup, WA Jul 2016 - Nov 2016
Medical Scribe

- Documented patient visits in EMA, an Electronic Medical Record system dedicated to dermatology needs

University of Washington | Bothell, WA Jan 2013 - Jul 2016
Student Technician, Information Technology

- Served as Tier I helpdesk support

- Became training facilitator within 6 months of employment
- Reinvented A/V equipment checkout system

UWave Radio | Bothell, WA

Jun 2014 - Jul 2016

Station Manager, Programming Director

- Station Manager
 - o Acted as station manager for UWave radio, UW Bothell’s internet radio station
 - o Lobbied campus administration for LP-FM license
 - o Oversaw station directors, including programming, business, technical, and promotional
- Programming Director
 - o Coordinated programming for UWave
 - o Managed 15 different shows
- Host: “Metal Sanctuary” and “Mixtape”
 - o Hosted two different music radio shows

PUBLICATIONS

Books

Leissle, Kristy & Nixon, David, “The Monolith Vol I: Where the Circle Ends”, University of Washington, 2013.

PRESENTATIONS AND INVITED LECTURES

WSU Saturday Garden Talks | Puyallup, WA
 “Accessible Gardening”

April and May 2023

Grit City Think and Drink | Tacoma, WA
 “Understanding Beer: The History and Science of Brewing”

June 2023

PROFESSIONAL TRAINING

Certified Associate in Project Management
 Project Management Institution

Oct 2019

Professional Scrum Master I
 scrum.org

April 2020

Mindful Facilitation Certificate
 University of Washington

April 2023

COMMUNITY SERVICE

WSU Extension | Puyallup, WA
Master Gardener

Jan 2022 - Present

Firwood Farm Alpacas and Rescue | Fife, WA
Farm Volunteer

Sept 2021 - Present

ShaDo Alpacas | Monroe, WA
Farm Volunteer

Sept 2020 – Mar 2021

LANGUAGES

English: Native Language

OTHER

Passion for Equity and Inclusion
LGBTQ+
US Citizen

REFERENCES

Dr. Albert Jones, [Title]
[Department Name]
[University Name]
[Mailing Address]
Phone: [Phone #]
Email: [email address]

Dr. Anne Smith, [Title]
[Department Name]
[Company Name]
[Mailing Address]
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