

PROFESSIONAL EXPERIENCE

CLEVRCAT, LLC, AUSTIN, TX

May 2013 - Present

Owner/Operator

- Engages with IT and Web clients. Work includes: eCommerce set up and management (www.sweetlifefarm.com - www.lovebeehive.com), Wordpress management (www.bodyhackingcon.com - www.infosecsouthwest.com), copy re-writing, creative direction, & ghost blogging (www.TechPines.com), and ERM management for a private practice on PracticeFusion.
- Develops, creates and edits online content for blog. Topics include: music, technology, pop culture, fashion.
- Maintains website & social media presence for LLC/Freelancing & several clients.
- Creates all visual content & copy for all channels - personal and for clients. Clients have included a tech conference, an organic goods store, a realtor, a tech firm, a travel agent, and a private family practitioner.
- Maintains and offers a custom stock photography gallery for my client's use.

KENDRA SCOTT, AUSTIN, TX

June 2012 - June 2013

Retail IT Manager / Systems Trainer

- Systems liaison between contracted programmers, IT team, two office locations & six retail locations.
- Collected all hardware & software needs for new store build-outs; purchased all goods as necessary on a tight schedule; installed all technology during store set up.
- Researched & assisted programmers linking three systems utilized by the company. Systems included Magento, Lightspeed, and Fishbowl Inventory.
- Managed communication & created all of the documented processes, system operations, & general in-house manuals. Wrote & edited manuals with updates or according to each employee's needs. Created company wiki & intranet on Zendesk & Confluence. Was the first employee to bring documentation & create standards regarding systems & operations.
- Acted as first point of contact for all IT helpdesk queries from corporate staff, CEO, & retail locations.
- Curated multimedia content for customer-facing marketing through Pinterest and Spotify; curated & managed retail environment music on Pandora.

Production Manager

September 2011 - June 2012

- Controlled and allocated hundreds of thousands of dollars worth of inventory across all channels: retail stores, wholesale, and webstore: www.KendraScott.com
- Supervised two production assistants & 2 interns, ensuring product created in a timely manner for all channels of business. Approved schedules, time off, and monitored daily activities.
- Developed & communicated processes in all areas of business, including sales procedures for retail stores, internal inventory control, retail database management.

EMBRACING DISRUPTION: A CLOUD REVOLUTION MANIFESTO, MAY 2013

Editor

MARCH - MAY 2013

- Edited the book for content & clarity: www.EmbracingDisruption.com.
- Worked with three others on a successful Kickstarter campaign, raising over \$5,800, to fund our book.
- Engaged in critical planning meetings regarding content, flow, and publication.
- End result is an open-source work available online under Creative Commons license or through amazon.com.

EDUCATION

Southwestern University Bachelor of Arts in Art History, Minor in History
May 2009 GPA: 3.65

ACTIVITIES/ORGANIZATIONS

Member of Austin BrewskeeBall, a national competitive skeeball league. 2011 - Present

Member of CryptoParty ATX to educate people on privacy and technology.

APO (co-ed service fraternity) Alumni; member 2009-2009

Students Ending Sexual Assault; member 2008-2009

ADDITIONAL INFORMATION

Accumulated Skills: Mac & PC; Mac-Based IT; HTML + CSS, Casual Bootstrap; Shopify; Squarespace, Big Commerce, Lightspeed POS & eCommerce; Social Media Management; Lavau POS; VoIP Phone Management; PracticeFusion ERM, Apple Remote Management; Gmail Domain Managing; Zendesk; Basecamp; Trello; Slack; Confluence; Windows Microsoft Office; Fishbowl Inventory; Magento Webstore; Editing; Etsy Management; Copywriting; Photography; Documentation creation + Maintenance;

Languages: Conversational French, Domestic Feline

Interests: Is an actual body hacker; is on a nationally ranking SkeeBall team; regularly struck by massive wanderlust; loves good design; plays the drums; engages with the CryptoParty ATX, EFF, + Restore the 4th; creates businesses when she gets bored; loves using her skills of communication to get people excited about technology.