

NATASHA SHANNON CROWLEY

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SUMMARY

- + Spreadsheet enthusiast with excellent organizational skills and a joy for planning and managing deadlines
- + Recently have been learning mobile development and doing some travelling
- + Two years experience in a software/start-up environment
- + Three years of experience in a forward-facing membership role at a San Francisco nonprofit

WORK EXPERIENCE

Web Developer, Assistant Editor, PeerJ 2014-2016

- + Web development (Stack: PHP, JavaScript, jQuery, Symfony, Bootstrap, MySQL). Responsible for developing software features, and triaging and fixing bugs.
- + Liaison between tech, UX and editorial teams to prioritize software improvements. Managed agenda for team that responded to user research, site analytics, and staff feature requests.
- + Ensuring submitted bio-science papers followed ethical and technical standards before heading into peer-review. Coordinated with authors and academics.

Membership Coordinator & Registrar, Society of California Pioneers 2011-2014

- + Maintained databases of clients, inventory and financials.
- + Created registrar and membership employee handbooks.
- + Contact person for 1200-person membership and board of directors.
- + Event planning of special events and exhibitions.
- + Managed internal IT efforts including migration to the cloud and network management.
- + Designed event invitations and quarterly newsletters.
- + Billed clients, tracked contributions, and reconciled deposits and annual financial audit with bookkeeper.
- + Proposed and implemented transition to a modern WordPress website.
- + Managed and mentored graduate student interns.

VOLUNTEER

Art Auction Committee Member and Board Volunteer

Product Manager, Website (2008); Product Manager/Web Developer, Website (2016)

San Francisco Children's Art Center

2006-present

SKILLS

Administrative: operations • project management • data management • event planning • billing

Technical: Bootstrap, responsive design, Ruby on Rails, PHP, Symfony, JavaScript, jQuery, HTML, CSS, Sass, WordPress, Swift • Infrastructure: GitHub, Vagrant, VirtualBox, Dropbox, AWS, MySQL

Design: Adobe Creative Suite — InDesign, Illustrator, Photoshop

EDUCATION & TRAINING

- + **Web Development Certificate** • *AcademyX*
- + **M.A.** Conservation (Distinction) • *Camberwell College of Arts, University of the Arts London*
- + **M.A.** Museum Studies, **B.A.** Fine Art • *San Francisco State University*