

# Caitlin Gray

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## PROFESSIONAL SUMMARY

A highly-motivated professional seeking an opportunity in production, where my organizational skills and ability transform issues into actions will streamline the work of engineering, design, and production teams alike.

## JOB EXPERIENCE

**Civil Maps** Associate Product Manager  
*San Francisco, CA*

March 2017 – August 2017

- Planned and executed scope as well as product development for multiple concurrent projects alongside senior product managers, engineers, and C-Level executives.
- Maintained external client relationships to achieve customer deliverables.
- Organized and ran weekly team sync meetings and monthly retrospectives.
- Worked alongside senior product managers to own every aspect of the release management process, while managing a successful team of engineers.

**Anki, Inc.** User Experience Coordinator  
*San Francisco, CA*

May 2014 – March 2017

- Worked closely alongside engineering, creative, sales & marketing, and customer service teams to plan and facilitate all user research across multiple product lines, from early prototypes through stable releases and establish core user issues and how to solve them.
- Administered both international and external beta programs (5,000 users worldwide) through on-site testing, online forums, and an online portal (Centercode).
- Coordinated with engineering, design, and production to prioritize, track, and resolve highly-technical software and robotics issues through JIRA.

**Anki, Inc.** Beta Coordinator Intern  
*San Francisco, CA*

June 2013 – May 2014

- Assisted in growing from scratch a vibrant community of beta users following the company's exit from stealth.
- Scheduled and managed on-site user research involving close to 100 families annually.

**Starbucks.** Barista & Special Events Planner  
*Dublin, CA*

May 2011– June 2013

- Participated in the self-taught Coffee Masters program.
- Organized and ran coffee tasting events and promotions.

## PROFESSIONAL ACHIEVEMENTS

- Brought to market two products simultaneously over the course of nearly 4 years.

## CERTIFICATIONS

- General Assembly's Front End Web Development Course  
**Final Project:** <https://caitlinhgray.github.io/powerlifters-who-girl/>

April 2017 – July 2017

## EDUCATION

**University of California Berkeley**  
Berkeley, CA  
B.A. English Literature, May 2014  
GPA: 3.59

Graduated: May 2014