

Katherine Tole

“Kat of All Trades”

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Things You Should Know

- I graduated with a degree in Chemical Engineering and a minor in English from Oregon State University.
- I love to wear many hats in startup environments and am eager to find new skills to develop.
- I am highly detail oriented and take great pride in my work.
- Voice acting is a passion of mine that I pursue on the side and I am comfortable on camera.
- I really enjoy traveling and have lived in Greece as well as traveled to 13 other countries.
- I love talking to strangers; it's one of my specialties.

Relevant Work Experience

Here is a sample of my relevant work experience. A complete history is available on [LinkedIn](#).

1560 LLC - Technical Operations Manager

Seattle, WA OCTOBER 2018 - APRIL 2019

Developed an internal IT and cybersecurity team, focusing on optimized process with a small team, while supporting the organization's new cloud technology needs. 1560 LLC is the legal entity for Howard Schultz's current book tour and his other personal projects.

- Responsible for standing up new SaaS software and plumbing integrations and automations to the rest of our technology stack.
- Coordinated a company-wide technology infrastructure migration project with multiple stake-holders, including identifying potential risks and mitigation paths.
- Hired and managed a dynamic IT and cybersecurity team of 4.
- Overhauled the new employee onboarding process with a focus on optimizing employee experience and reducing manual steps in provisioning.

Bonsai AI -> Microsoft - Developer Advocate -> Product Manager

Seattle, WA DECEMBER 2016 - OCTOBER 2018

Hired to build a ground-up developer ecosystem around a yet unreleased Machine Teaching (Artificial Intelligence) development platform. When the company pivoted, I moved to the product management team focusing primarily on developer documentation and tooling. The company was acquired by Microsoft within the AI & Research group mid 2018.

- Managed, wrote, and designed Bonsai's documentation at <https://docs.bons.ai> using Slate framework and Markdown for ease of collaborative editing.
- Directed, edited, and produced a series of 5 product [training videos](#).
- Solely responsible for customer support through email and forums.
- Established documentation as an integral part of the software release cycle and promoted it as a main focus of the company to put dedicated resources on.

Pebble Technology - Developer Advocate

Redwood City, CA JUNE 2014 - MARCH 2016

Expanded and nurtured Pebble's developer community through meetups, hackathons, online contests, and developer retreats while interfacing internally with the engineering team.

- Managed developer event strategy and personally represented Pebble at 40+ hackathons and conferences around the world.
- Directed multiple annual [developer retreats](#) including curriculum development, planning, and event management.
- Created Pebble's global [Meetup ecosystem](#), ending with 4600+ members spanning 23 groups.
- Supported developers through email using ZenDesk with 100's of requests per month and constant support through community Slack and forums.

Technical Skills

Software Development Languages - JavaScript, Python, C++, C, CSS, HTML, Markdown

Software Tools - Slate framework, Doxygen, Jekyll, Git, Phabricator, Netlify, Trello, JIRA, MATLAB, DOMO, Spotfire, Google Analytics, Google Admin, JumpCloud

Platforms - Windows, Unix, ChromeOS, RHEL, iOS, Android

Lab Equipment - Soldering, Photolithography, Atomic Layer Deposition, Sticky Mats

Other - 3D Printing, Photoshop/GIMP, Data Analysis, Sticky Notes, Computer Diagnostics/Repair, SSO integration, Gantt Charts, anything you ask me to learn

Education

Oregon State University, Corvallis, OR - BS, Chemical Engineering, Minor in English

SEPTEMBER 2006 - JUNE 2011

- Focus in Microelectronics and Material Science
- Intel Undergraduate Scholar (2009-2010)

Data Process Analysis Teaching Assistant

SPRING 2009, 2011

- Authored MATLAB scripts to automate data acquisition and analysis for efficiency and accuracy.
- Evangelism of the practical use of engineering statistics in real industry scenarios.
- Taught six-sigma process control techniques for use in process engineering.

Extra Credit

[S.W. Smith, K.G. McAuliffe, J.F. Conley Jr. "Atomic Layer Deposited High-k Nanolaminate Capacitors." *Solid-State Electronics*. Vol. 54, Issue 10 \(2010\): 1076–1082.](#)

My hobbies include voice acting, intense board/card/video games, expert level paleo baking, building computers, rock climbing, singing outside the shower, and traveling throughout Europe and North America.

LinkedIn references from management & peers: www.linkedin.com/in/kgtole#recommendations