

## Caitlin “Kit” Calascibetta

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### Professional Summary

Creative and experienced office specialist with experience in higher education. Known for maintaining the Oregon State University Faculty Senate website using Drupal 10, coordinating meeting schedules for multiple Faculty Senate committees and councils, and improving operational processes. Demonstrated ability to train others, manage assets, and collaborate with internal and external partners. Strong communicator and proactive problem-solver.

### Education

Southern New Hampshire University — Bachelor of Arts in Game Art and Development  
Online | In Progress (Expected Completion: Spring 2026)  
Cumulative GPA as of Fall 2025 — 3.89

National University — Game Design  
On Campus | 2010 – 2013

Mount San Jacinto Community College — Undecided  
On Campus | 2008 – 2010

Temecula Preparatory School  
Temecula, California | Graduated 2007  
Additional details available upon request.

### Professional Experience

- Office Specialist II

Oregon State University – Faculty Senate Office  
Corvallis, OR | 2016 – Present

- Maintain Oregon State University Faculty Senate website
- Create and establish procedures to comply with accuracy, deadlines, and reporting requirements.
- Assist with the scheduling, preparation, and organization of Faculty Senate meetings.
- Assist in providing support to standing Faculty Senate Committees/Councils appointed by the Faculty Senate or Executive Committee.
- Responsible for creating and maintaining unit procedures manual detailing processes and procedures for special projects, as well as day-to-day activities.
- Assist with high-order projects and short- to long-term projects, as requested. Assist with researching and compiling/preparing detailed information for data reports.

- Human Resources Tech

Oregon State University – University Administrative Business Center (UABC)  
Corvallis, OR | 2015 – 2016

- Maintained UABC website using Drupal.
- Processed student hires for related administrative units.
- Performed receptionist and customer service activities, and greeted office visitors. Acted as a first responder to the main Human Resources telephone line.

- Temporary Office Assistant

Oregon State University – Parking Services  
Corvallis, OR | 07/2014 – 11/2014

- Assisted with the transition to Oregon State University's zonal parking system.
- Processed payments for parking fines and parking permits.
- Performed receptionist and customer service activities, and greeted office visitors.
- Assisted with the design of signs for parking zones.
- Trained new employees on warehouse operations and safety protocols.

- Center Assistant

National University – Spectrum Center  
San Diego, CA | 2010 – 06/2014

- Performed receptionist and customer service activities, and greeted center visitors.
- Scheduled student meetings with academic & financial aid advisors.
- Coordinated room assignments each term for courses assigned to the Spectrum location.
- Maintained attendance records for courses at the Spectrum location.
- Present to attend to staff, faculty and student needs during day and evening class times.

## Technical Skills

- Software: Microsoft Office Suite, Drupal, Photoshop, Illustrator, Maya, Mudbox, Substance Painter

## Core Competencies

- Office Management
- Communication & Creative Problem Solving