

CALYX TERRAFEN

Data Visualization; Graphic Design; Editor; Tutor

Passionate about sustainability and community development.

Committed to moral and ethical standards.

The studious type; love to learn about anything and everything. Guaranteed to absorb new information like a sponge!

A planner at heart: Love looking at all the details to arrive at a solution that works for everyone and is true to your stakeholders, mission, vision, and goals.

☎ +1(413)-883-0055

✉ calyx.terrafen@outlook.com

🌐 <https://calyxterrafen.wixsite.com/terrafen-designs>

📍 220 Grove Street, Northampton, MA

CERTIFICATES

Demystifying ChatGPT and Generative AI: What Every

Professional Needs to Know: Aug. 2025

Addressing Unconscious Bias as a Leader: Jul. 2025

Building Resilience: Jul. 2025

Sustainable Leadership in Uncertain Times: A Conversation
with Andrew Winston: Aug 2025

EXPERTISE

- Project Management
- Digital Tools (Microsoft Suite, Google Workspace, Canva, Adobe Express, Wix)
- Resilient Organizational Development
- Critical Thinking
- Communication Skills

ADDITIONAL KNOWLEDGE

- Systems Dynamics
- Automotive Technology
- Data Entry

LANGUAGES

ENGLISH: NATIVE

FRENCH: BEGINNER 1

SPANISH: BEGINNER 2

EDUCATION

➤ EDUCATION

THE UNIVERSITY OF MASSACHUSETTS AMHERST

*Bachelor of Arts in Independent Studies Graduated
September 2025*

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

Associates in Automotive Technology Graduated 2022

LAWRENCE UNIVERSITY

Bachelor of Science in Social Science Attended 2015-2017

EXPERIENCE

➤ PROJECT MANAGER AT GEMINI RESEARCH: OCT 2024 - PRESENT

Manages multiple complicated projects at once, with a high organizational capacity and eye for operational efficiency.

Maintains informational systems and coordinate interdepartmentally to facilitate individual and systemic growth.

Completes data entry and other research duties as assigned by the Principal Investigator.

➤ GENERAL PRODUCTION WORKER AT TREWORKS OF MASSACHUSETTS, JULY 2022 - SEPT 2024

Demonstrated a high level of attention to detail, analytical skills, and problem solving.

Ability to quickly adapt to changing production conditions, and re-organize to meet current needs.

Covered a wide arrange of responsibilities spreading across numerous departments.