

# DEIRDRE MOORE, PMP

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## SUMMARY

Project manager and application developer with over a decade of experience at Stanford designing and implementing enterprise systems for academic and administrative programs. Combines technical expertise in full-stack development, database architecture, and data visualization with a strong background in student services, policy interpretation, and stakeholder advising.

## PROFESSIONAL EXPERIENCE

### **Project Manager/Application Developer, IDEAL Initiative** **2024 – 2025**

- Led the end-to-end delivery of a full-stack membership management system for a university-wide community of practice, owning scope, schedule, and stakeholder alignment across multiple administrative units.
- Coordinated requirements and priorities across distributed stakeholder groups, translating between technical implementation teams and non-technical administrators to keep multi-track work moving with clarity and accountability.
- Built an administrative reporting module enabling IDEAL office administrators to manage membership records, generate reports, and oversee community activity across university units.
- Designed and launched an administrative reporting module enabling office leadership to manage records, generate reports, and monitor community activity—establishing repeatable metrics for program oversight.
- Delivered a digital adjudication system and an annual conference registration platform, managing capacity, logistics, and milestone schedules from kickoff through launch.

### **Student Services Specialist, Student & Academic Services** **2023 – 2024**

- Advised students on academic progress, financial aid, and university policy, resolving complex, multi-dimensional issues including crisis intervention and sensitive, confidential matters.
- Administered academic records processes including transcripts, enrollment and degree certifications, diplomas, dissertation submissions, and identity record updates.
- Managed student financial accounts, explaining the interaction of charges, funding, and payments, and advising on federal, state, private, and institutional aid programs, scholarships, and fellowships
- Applied, waived, and removed account holds and fees, and guided students through exceptions to academic and financial policy, advocating on their behalf for timely resolution
- Monitored and advised on quarterly graduation clearance, tracking student progress toward degree completion.

## **Project Manager/Developer, Office of Graduate Education** 2019 – 2023

- Designed and developed a comprehensive admissions management system serving all 14 Stanford Biosciences PhD programs, encompassing the full applicant lifecycle from candidate application through offer and enrollment.
- Created a departmental billing and cost-calculation module to track and allocate admissions-related expenses across programs.
- Built a robust reporting suite tracking applicant status, offer outcomes, and acceptance rates across programs and cohorts.
- Designed an interactive data dashboard with dynamic filtering by year, department, and other dimensions, enabling data-driven decision-making for administrators
- Prepared detailed technical and administrative documentation, including user guides, system requirements, and training materials

## **Technology Coordinator, Vice Provost for Graduate Education** 2012 – 2019

- Designed, coded, tested and implemented web applications for student candidates, faculty evaluators, and administrators of VPGE awards and programs.
- Updated VPGE's website and subsidiary sites with content and style changes.
- Designed and distributed *News and Notes*, a quarterly email newsletter.
- Provided technical support to students, staff, and faculty.
- Researched and recommended technology and design innovations.

## **VOLUNTEER EXPERIENCE**

### **Section Leader & Mentor, Code In Place** 2023 – 2026

- Lead small-group Python sessions, deliver structured training and individualized support.

### **Researcher / Content Creator, Local Majority** 2017 – 2023

- Conducted research and authored reports analyzing policy issues for organizational stakeholders.
- Developed recommendations based on campaign metrics analysis to improve program effectiveness.

### **Community Mediator, City of Mountain View** 2004 - 2014

- Facilitated mediation sessions for residents and property owners involved in landlord/tenant disputes or neighbor rights and responsibility conflicts.
- Conducted community outreach to law-enforcement officers, residents, and business-owners.

## **EDUCATION & CERTIFICATIONS**

- Master of Arts, Counseling Psychology | University of San Francisco, CA 2006
- Project Management Professional (PMP) 2026