

**CARRIE CAIGNET**

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**[CARRIECAIGNET@GMAIL.COM](mailto:CARRIECAIGNET@GMAIL.COM)**

**PROFESSIONAL EXPERIENCE:**

**Florida Maritime, Principal Consultant, Statewide [www.floridamaritime.org](http://www.floridamaritime.org) 1999 – present**

I work with private, public and non-profit organizations on projects that include institutional administration, on-site management, staff & board development, technology, collections management, research, writing and historical interpretation. My specialty is maritime heritage and marine environments.

**Crewmember/Dive Safety Officer [www.diveclearwater.net](http://www.diveclearwater.net) April 1998 - Present**

**Dive Clearwater Inc, Clearwater Municipal Marina, Clearwater Beach, Florida**

Deck management and underwater safety for a recreational dive charter. In addition to recreational dive charter operations, we provide marine support on film and television sets.

**Dolphin Trainer/Animal Care Specialist October 1989 – January 1998**

**The Secret Garden at Mirage Resort & Spa, Las Vegas, Nevada**

Part of a team of 7 marine mammal trainers responsible for operant conditioning, animal husbandry, enrichment, habitat management and public performance of a pod of Atlantic Bottlenose Dolphins at the largest man-made dolphin habitat in the world. Also responsible for conducting educational programs for the 13th largest school district in the nation as well as film and television appearances for various productions.

**Beach Activities Director June 1986- October 1989**

**Don Cesar Resort, St. Pete Beach, Florida**

I began working at the resort in high school as a beach attendant. Soon after, I developed and presented an on-site activities program for the hotel guests and Beach Club members to the General Manager, Jerry Thirion with a modest operating budget. The proposal was embraced and implemented with rave reviews from both Beach Club members and seasonal guest leading to a fast track promotion to management. At the time, I was the youngest Manager at the resort.

**EDUCATION:**

Florida Master Naturalist Program, University of Florida, IFAS, 2013

University of South Florida, Florida Studies Masters Program, 12 credit hours, 2009

Eckerd College , Bachelor of Arts (B.A.), History, 2000

**SKILLS:**

Full charge organizational management, general administration, bookkeeping, payroll, tax reporting, marketing, design, technical & historical writing, research, teaching, public speaking, tech savvy, tenacious.

**TECHNOLOGY:**

Advanced proficiency in ALL MICROSOFT & GOOGLE APPLICATIONS, software proficiency with QUICKBOOKS, BUILDIUM, WORDPRESS, social media, online content creation, website design, development and web mastery with all major platforms.

WEB DESIGN, WRITING AND SOCIAL MEDIA SAMPLES AVAILABLE AT  
**[WWW.FLORIDAMARITIME.ORG](http://WWW.FLORIDAMARITIME.ORG)**

**CONTRACT-BASED PROJECTS:****Suncoast Property Management, St. Pete Beach, FL****Bookkeeping & Technology (from 2014-2016)**

Administration for 5 Property Managers including monthly rent processing, A/P, A/R, owner draws, bank reconciliations, vendor management and website administration via Quickbooks and Buildium property management software.

**Miami Waterways, Moretti Distributing & Moretti Yachts, Ft Lauderdale, FL****Special Projects (from 2014 -present)**

Corporate branding, web design, development & social media integration for the Moretti companies.

[www.morettiyachts.com](http://www.morettiyachts.com) | [www.miamiwaterways.com](http://www.miamiwaterways.com) | [www.morettidistributing.com](http://www.morettidistributing.com)

**Tampa Bay Eco Tours [www.tampabayecotours.com](http://www.tampabayecotours.com)****Guide/Florida Master Naturalist (from 2013-present)**

Provide coastal walking tours, snorkeling and interpretive hikes around the Tampa Bay Estuary.

**The Osher Life Long Learning Center of the Florida Keys****Founding Member (from 2009 - 2010)**

Responsible for program development and implementation of course curriculum for OSHER courses for adults on topics such as Natural History of the Florida Keys and Florida Maritime History.

***Dedication To Service: The History Of Piloting On Tampa Bay Through Three Centuries*  
Researcher and Writer (from 2010 - 2012)**

A commissioned research project and publication for the Tampa Bay Pilots Association chronicling their organizational history from 1882-2012. 165 pages. [ISBN: 978-0-9886713-0-0](https://www.amazon.com/dp/9780988671300)

**SS American Victory Ship & Museum (from 2004 - 2009) [www.americanvictory.org](http://www.americanvictory.org)****Shipboard Operations Manager & Interim Executive Director**

Responsible for the daily operations and management of the historic merchant ship & museum which is berthed behind the Florida Aquarium.

**Florida Keys History of Diving Museum (from 2006 - 2007) [www.divingmuseum.org](http://www.divingmuseum.org)****Curator of the Dr. Joe Bauer Collection of Historical Diving Equipment**

Provide oversight for daily operations and implementation of an organizational master plan for the largest collection of historical diving equipment in the world.

**AQUATICS:**

Scuba Schools International, SCUBA Instructor & Medic First Aid Instructor, 1997

Professional Association of Dive Instructors (PADI)

Divemaster, certified December, 1992 (recertified in 2010)

Rescue Diver, certified August, 1994

Advanced Open Water Diver, certified July, 1992

American Association of Water Exercise Instructors, Certified Water Exercise Instructor, 1989

American Red Cross, Lifeguard, 1986

**ASSOCIATIONS:**

Gulf Beaches Historical Society, Public Relations Committee Chair, 2016-

Florida Frontiers, Treasurer, 2015-

Gulf of Mexico Fisheries Management Council, Coral Advisory Panel, At-large member, 2013-2015

American Littoral Society, 2013

Florida Historical Society, 2004