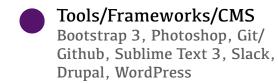
Vanessa Ogbuehi

vanessao.me | va.ogbuehi@gmail.com | 215.882.2273

Skills











Non-Technical

Impeccable phone and email etiquette, non-profit fundraising, theatre arts, intermediate Japanese

Work

Junior Web Administrator (Nov 2015 - Present)

The University of the Arts, Philadelphia, PA

- -Built and maintained new and existing sites for departments and events, including the main university website.
- -Administered web applications including the university portal, wiki, emergency alert system, mobile applications, etc.
- -Assisted in Linux server management.
- -Trained staff/faculty to use web technologies on campus

Individual Giving/Development Apprentice (Aug 2014 - May 2015)

Walnut Street Theatre, Philadelphia, PA

- -Delivered concierge service to major donors and other VIPs
- -Created direct-mail appeals and prepared solicitations
- -Processed over 6,000 gifts and acknowledgements for annual fund campaign
- -Assisted in planning and executing special events

MBC Theatre Box Office/ Social Media Manager (Sept 2013 - Apr 2014)

Mary Baldwin College, Staunton, VA

- -Assisted patrons with subscription payments and ticket purchases
- -Publicized current MBC Theatre productions through social media updates, including recent production photos, descriptions of MBC Theatre news/events, and ticket announcements.

Education

Bachelor of Arts in Theatre

Front-End Development

Mary Baldwin College, Staunton, VA Thinkful, Online