# Vanessa Ogbuehi

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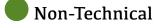
# **Skills**







CMSs
Drupal, WordPress,
PHP, Twig



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 Mary Baldwin College, Staunton, VA Front-End Development Thinkful, Online