Christine Olson

Web Development & Design
Nonprofit Administrator

Contact Info:

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Skills:

- HTML
- CSS
- PHP/MySQL
- JavaScript
- WordPress
- Microsoft Access
- Nonprofit based CRM systems

Adobe CC

- Photoshop
- Illustrator
- InDesign
- Acrobat
- Premiere Pro
- Adobe XD
- Dreamweaver

Front End Web Development

As the web developer for Arts North Carolina:

- Developed Advocacy Central, a MySQL database with an on-line interface, to store records of visits with state legislators. This database has a secure login and can be searched on multiple criteria.

- In 2015, created a landing page for The Creative State license plate (thecreativestate.org) working from a design comp from Clean Inc. In 2018, I worked with graphic designer, Andie Freeman, on a redesign using elements from the original site. The site redesign increased the conversion rate from .23% to 4.46%.

- Created an arts education website (artsednc.org) in partnership with the NC Arts Council and NC DPI. Clean Inc. was hired to create the design and I was the front-end developer on the project.

- Created a mobile site for the annual ARTS Day event (artsnc.org/artsday) using jQuery Mobile. The site contains all the information attendees need for the event (schedule, parking, etc.) and helpful advocacy tools. The site has now been updated to serve as a year round advocacy tool (artsnc.org/amobile) but still has the same ARTS Day information.

- Responsible for maintaining and updating the organization's main website (artsnc.org) using WordPress

Database Management

- As Administrator for ARTS North Carolina, responsible for updating and maintaining donor database, preparing reports and using data to generate mailings. Was responsible for researching and choosing a new CRM system and migrating data to the new system.

- As Volunteer Coordinator for NAMI Wake County – worked with the Board Treasurer to update and maintain the Membership and Mailing database. I was responsible for researching new CRM software, importing the existing data into the new system and training volunteers.

- As Summer Science Program Administrator – responsible for updating alumni database, processing program applications and updating applicant database.

- Worked with a consultant to design database for the North Carolina Renaissance Faire using Microsoft Excel and Access. Maintained and expanded this database for 7 years as it grew to include approx. 5500 entries for volunteers, merchants, entertainers, sponsors, schools, media, and the newsletter mailing list.

Administration & Event Planning

- As Administrator for ARTS North Carolina, responsible for all general administrative functions for the organization – including registration and preparation of materials for ARTS Day annual event, processing memberships, mailings, board minutes and materials, bookkeeping and payroll, ordering supplies and maintaining files.

- Registrar for Summer Science Program's 50th Anniversary – July 2008. Responsible for accessing information from on-line registration site and preparing weekly reports of registration for the 50th Anniversary event and Fundraising Gala. Prepared Alumni Directory for distribution at the event.

- Contracted as administrative support as needed for Arts Together.. Handled class registrations, bookkeeping tasks using QuickBooks, and Access database entries. Have also been given projects to compile survey data and prepare website materials.

- Development Director for the North Carolina Renaissance Faire (NCRF) for 1½ years. Worked on developing and enhancing educational and community programs. Responsible for grant applications and program evaluation. Continued many general administrative tasks.

- Volunteer Administrative Director for the North Carolina Renaissance Faire (NCRF) for 7 years. Part of the administrative team that planned and presented a two-weekend event with an annual attendance of 25,000. Handled event check-in for performers, vendors and volunteers. Maintained database and prepared board and organizational directories, program descriptions and other documents, as needed, for general use and inclusion in grant applications. Maintained computer and paper filing systems.

Employment History

ARTS North Carolina	Administrator/Web Developer	8/10 - Present
NAMI Wake County	Volunteer Coordinator	2/06 – 11/10
Summer Science Program	Administrator	9/07 – 10/10
Arts Together	Contract Admin. Support	12/07 – 8/09
NC Renaissance Faire	Development Director	4/06 – 10/07
NC Renaissance Faire	Volunteer Administrative Director	4/99 – 3/06

Education

Currently completing the final requirements for A.A.S Web Technologies: Web Developer at Wake Tech Community College. On track to graduate in December 2019.

2018 - Certificate – Web Technologies: Advanced Web Developer – Wake Tech Community College
2017 - Certificate – Web Technologies: Web Developer – Wake Tech Community College
2015 - Certificate – Web Technologies: Web Designer – Wake Tech Community College
2013 - Certificate – Advertising and Graphic Design: Graphic Design – Wake Tech Community College
1984 - BFA in Drama from New York University