

# DANIELLE L. WITT

0650 SW Lowell Street, Apt. 323 • Portland OR 97239  
503.758.5284 • witty.pdx@gmail.com

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## HIGHLIGHTS

- Proven self-starter, adept at multitasking; excellent communication skills.

## EMPLOYMENT

### ASSISTANT DIRECTOR – ETOILE IMMERSION SCHOOL, PORTLAND, OR – 6/2012 TO PRESENT

- Rose rapidly from Administrative/Project Coordinator to Assistant Director at this private French immersion school for children (110 students), reporting to the Head of School.
- Responsible for all aspects of office administration and daily operations, including technical support, accounts receivable, supervision and training of new hires.
- Analyze and optimize logistics for classes, resources and prospect tours; implement new procedures for improved accuracy and time savings; generate a wide range of reports.
- Manage the school's cloud-based file sharing, provide computer support and training to staff, and manage audio/visual technical support for school-wide events.
- Responsible for the school's website content and updating, including the design and generation of videos, as well as updating of social media.
- Extensive use of MS Office products, Quickbooks, Adobe Illustrator, Camtasia and more.

### VIDEO & DATABASE TECHNICIAN – ATTENSA, INC. --- PORTLAND, OR – 8/2012 TO 1/2013

- Contract position to create RSS libraries and training videos for clients of this international high-tech company specializing in knowledge management; result was reduced support costs and an accelerated sales cycle.
- Maintained the company's client database, streamlining the company's mailing tasks and improving customer relationship management.

### MULTIMEDIA TECHNICIAN & OFFICE ASSIST. – WHITMAN COLLEGE, WALLA WALLA, WA – 9/2007 TO 5/2011

- Maintained and operated 100 Smart classrooms equipped with projectors and computers across the campus; operated a help desk to answer professors' technical questions.
- Provided audio/visual technical support for visiting guest lecturers and professors, audiences of up to 1,400; lecturers included Salman Rushdie and Marjane Satrapi.
- Trained new hires on the equipment and help-desk functions; helped manage a department of six, including responsibility for scheduling, oversight and performance reviews.
- Collected data on conference facilities campus-wide and integrated descriptive text and photos into a new online system for use by Whitman staff and faculty.

### OFFICE & EVENTS ASSISTANT, ALLIANÇE FRANÇAISE DE PORTLAND, OR – 2007 TO 2014 (Seasonal part-time and summers)

- Assisted with large cultural events and fundraising auctions for the Oregon chapter, the 8<sup>th</sup> largest in the nation. Event attendance ranged from 200 to 450.

## EDUCATION

B.A. in with Honors, Whitman College, Walla Walla, WA, 5/2011  
Portland Code School - HTML & CSS Primer Course completed 4/2014  
Portland Code School - Fullstack JavaScript Course, anticipated completion 8/2014