






Vanessa Ogbuehi

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Skills

-  **HTML/CSS**
HTML5, CSS3,
Responsive Design
-  **JavaScript**
Native Javascript,
jQuery, AJAX, JSON,
APIs
-  **Tools/Frameworks**
Bootstrap 3, Photoshop, Git/
Github, Sublime Text 3,
Slack
-  **CMSs**
Drupal, WordPress,
PHP, Twig
-  **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

Mary Baldwin College, Staunton, VA

Front-End Development

Thinkful, Online