



**Vanessa Ogbuehi**

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

## Summary & 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 - Apr 2017)**

**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, mobile applications, etc.
- Project management for new applications and services.
- Trained staff/faculty to use web technologies on campus.

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

**Walnut Street Theatre, Philadelphia, PA**

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

### **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

---

**BA in Theatre**  
**Mary Baldwin College,**  
**Staunton, VA**

**Graduate Certificate in Devised**  
**Performance (Expected 2019)**  
**Pig Iron School/University of the Arts,**  
**Philadelphia, PA**

**Front-End**  
**Development**  
**Thoughtful, Online**