

# Angie Doerr

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## Objective

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My objective is to continue to develop my professional experience in technology, web development and web-based efficiency tools in a project manager capacity.

## Experience

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### The Push Institute, Operations Manager

Feb 2007 – Aug 2008

- Developed strategy and initial execution of contact and prospect management system for 3-day innovative-futures conference and research institute
- Implemented open-source and non-profit targeted tools for professional-level systems while maintaining low overhead, including complete website redevelopment
- Hired and managed numerous interns through daily operations; managed 8 section leads to oversee 50 volunteers for seamless conference execution
- Prepared monthly income analysis, projections and targets for Board of Directors; attended meetings representing the operational state of the organization
- Assisted the simultaneous execution of various projects and departments, keeping team schedules and accountability on-track for non-flexible conference deadlines

### Minnesota Scholastic Art Awards, Production Coordinator

Oct-Mar 2006-2008

- Managed and qualified contact database for program communications and mailings
- Developed data tracking system for all art submissions, applicants, schools and teachers
- Daily customer service, online troubleshooting and user training
- Managed systems and staff for submission intake, adjudication and documentation of 1500+ pieces of art in a 5 day period

### Minneapolis College of Art and Design, Admissions Strategic Assistant

Aug 2004 – May 2008

- Created and presented program marketing to audiences of 100+
- Assisted tracking and facilitated prospective applicants through established pipeline
- Staffing for independent programs, including acting as Assistant Director for 2-week residency programs, managing operational needs for 40+ staff

## Education

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### Minneapolis College of Art and Design

2004-2007

Received Bachelor's of Science: Visualization, upon early completion;  
Awarded Presidential Scholarship, 2004-2008;  
Awarded Annual Merit Scholarship, 2007-2008;

## Skills

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Public speaking and presentations	Crisis response
Problem-solving	Productive under pressure
Financial and Business Analysis	Leadership
Excellent computer skills, both PC and Mac	Anticipation of need
Working HTML and CSS understanding	Customer service
Interpersonal communication	Humor and personality
Team building	Strong work ethic
Conflict resolution	Accountability