

Angela Goerner



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Currently based in Sao Paulo, Brazil

PROFESSIONAL EXPERIENCE

Project Assistant, TWT Interactive Group – Düsseldorf, Germany

July 2016 - current

- Provide daily administrative and organizational support to upper-management and team leaders, including the preparation of contracts, client communications and internal communication documents
- Responsible for preparing monthly financial and performance records, including the optimization of internal accounting processes
- Project management lead on international E-Mail-Marketing projects, including preparation of budgets, customer communication, project controlling and performance tracking
- Project management support to large E-Commerce projects, including special ad-hoc tasks, translations of IT tickets and technical IT manuals
- Provide strong Back Office Support, organize travel arrangements, expense claims processing, tracking and monitoring of actions and deadlines, coordinating team meetings and events

Program and Development Director, Hamiltonian Artists, Inc. – Washington, DC

July 2009 – December 2015

Fundraising and Financial Management

- Responsible for developing and implementing organization's first comprehensive development strategy;
- Lead all fundraising activities and successfully secured individual donations and government grants;
- Managed fundraising portfolio, evaluation tools, donor acknowledgments and membership renewals;
- Drafted organizational and programming budget; tracked and reported financial performance to senior staff;
- Organized first large-scale exhibition fundraiser resulting in over \$12,000 of additional support;
- Promoted from Development Coordinator after 12 month;

Programming, Special Events and Community Outreach

- Oversaw and managed the implementation and selection process of Fellowship program and award;
- Annually assemble a committee of nationally recognized curators and artists to select Hamiltonian Fellows;
- Designed and implemented public programs, including panel discussions, workshops and artist talks in collaboration with curatorial department;
- Instituted orientation training and oversaw implementation of the Hamiltonian Fellowship's core curriculum;
- Established membership program and organized events to engage and increased community support;
- Initiated partnerships with art and business community resulting in increased visibility and joint programming;

- Develop content and communications schedule for newsletters, website and social media platforms;
- Represented Hamiltonian at public events and formal functions and served on external review boards;

Leadership and Coordination

- Supported senior leadership in all strategic planning initiatives and assisted in its implementation;
- Assisted the Executive Director on communicating and reporting organizational performance to board members;
- Directed and designed annual full-color print catalog and additional marketing materials;
- Hired, managed and trained volunteer team, including interns and freelancers;
- Offered customer service and administrative support in daily gallery operations and events;

RELEVANT EXPERIENCE

• Founder & Project Manager, <i>(re)activate</i> DC – Washington, DC	Feb 2014 – Dec 2015
• Founder & Co-Presenter, The Back Porch, a summer music festival - Washington, DC	March 2011 - 2013
• Development and Program Assistant, Provisions Library - Washington, DC	Jan 2008 – July 2009
• The German Marshall Fund, Communications Intern – Washington, DC	Summer 2009
• Center for Teaching Excellence, Multimedia Consultant – Washington, DC	2007 - 2008
• Stiftung museum kunst palast, PR and Marketing Intern - Düsseldorf, Germany	Summer 2007
• Disco Film GmbH, Production Assistant and Receptionist – Cologne, Germany	Summer 2006
• Partizan, Assistant Producer Intern – New York, NY	Summer 2005
• SWAN - Les Films du Cygne, Assistant Producer / Intern – Paris, France	Summer 2004
• McCann-Erickson, International Account and Client Management Intern - Paris, France	Summer 2003

EDUCATION

American University - Washington, DC	M.A. in Arts Management	May 2009
American University - Washington, DC	B.A. in Visual Media and French (Cum Laude)	May 2006

AWARDS AND LEADERSHIP ROLES

• Amani Institute – PostDoc Program in Social Innovation Management -Sao Paulo, Brazil	2018
• Creative Community Fellow, National Arts Strategies	2014 - 2015
• Steering Committee Member, Emerging Arts Leaders DC - Washington, DC	2011 – 2014
• Institute for Social Innovation Fellow, StartingBloc - New York, NY	August 2012
• Graduate Student Award, Center For Teaching Excellence, American University	2006 - 2008

SKILLS

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- Fluent in German and English (bi-lingual), advance proficiency in French;
 - Fluent in Mac & PC, Microsoft Office Suite, Adobe Creative Suite, Final-Cut Pro, Social Media Technology, Basic HTML and Database management experience in Confluence (Atlassian), ConstantContact, Salesforce, FileMaker Pro and Outlook;