

ANNA EWING

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SKILLS & COMPETENCIES:

- Strong communication skills
- Appreciation for people and their diversity
- Microsoft Suite, G-Suite, Adobe/Creative Cloud, Canva, Constant Contact, BBMS/eTapestry, & Eventbrite/Ticketing Proficiency
- Experience working with a board of directors
 - Currently serving on the Board of the Transylvania Youth Soccer Association

EDUCATIONAL HISTORY:

UNIVERSITY OF WISCONSIN-LACROSSE

College of Liberal Studies

Bachelor of Arts and Humanities:
Archaeology; m. Anthropology
Graduated in 2017

Senior Thesis: Too Much to Handle: A
Use-Wear Analysis of the Oneota Ceramic
Handles

Conducted work study within the
Mississippi Valley Archaeology Center

Completed Archaeological Field School
summer 2016

PROFESSIONAL DEVELOPMENT

Western Carolina University |
Digital Marketing & Public Relations
Certificate, 2021

Muddy Sneakers | DEI Lunch & Learn,
2020-2021

Fred Pryor Learning Seminars |
Various Seminars, 2017-2021

EMPLOYMENT EXPERIENCE:

OUTREACH ASSOCIATE

Muddy Sneakers | 2020-July 2022 | 40+ Hrs/week

- Collaborate in creating and executing the organization's key communications goals
- Manage social media platforms, the website, and all design-related work with responsibility for internal and external use of the brand
- Primary responsibility for the management of donor database and processing of donations
- Assist Development Director in strategizing and raising annual fundraising goal of \$586,000
- Ensure the organization's core constituencies with an eye towards building a larger network of supporters across existing and prospective regions
- Coordinate with regional teams to run annual fundraising and "friend-raising" events (personal donor events, film festivals, virtual gatherings)

ADMINISTRATIVE ASSISTANT

Muddy Sneakers | 2017-2020 | 40+ Hrs/week

- Manage and coordinate all processing of monthly/bi-monthly financial reporting
- Work in coordination with the Executive Director to compile the organization's upcoming fiscal year's budget of \$1.5m
- Responsibility for administrative technological functions, including troubleshooting, orientation for new staff, and serving as point for all cloud-based systems (Keeper, Google, Dropbox, BBMS)
- Serve as the "front of house" for the organization; maintaining office appearance, material needs, scheduling, and answering phone calls

COUNSELOR/ROCK CLIMBING INSTRUCTOR

Green River Preserve | 2017-2018 | 25+ Hrs/week

- Assist in direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Identify and respond to camper behavioral issues and report concerns to camp leadership
- Maintain accurate program records, including incident reports, logs, and daily attendance reports

LAB ASSISTANT- WORK STUDY

Mississippi Valley Archaeology Center | 2016-2017 | 10+ Hrs/week

- Work independently on projects and take on new tasks once complete
- Conduct flotation analysis on field collections
- Prepare recovered artifacts and faunal materials in lab
- Assist in filling out paperwork in a timely and accurate manner