

CONTACT

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EDUCATION

PACIFIC NORTHWEST COLLEGE OF ART 2019-2022

M.F.A. Visual Studies

M.A. Critical Studies

UNIVERSITY OF WASHINGTON 2014-2018

B.A.

Double Major- Comparative

History of Ideas, Music

Minor- DXARTS

NOTARY PUBLIC State of Oregon 2021-present

SKILLS + PROGRAMS

Adobe Creative Suite

DonorPerfect

Quickbooks

Accounts Payable + Receivable

Payroll

Event Production

Squarespace + Wix

Social Media Management

Copywriting

Volunteer Management

Photography + Videography

Creative Problem Solving

Accessibility + Disability Expertise

Intercultural Awareness

Canva

AWARDS + GRANTS WON

The Precipice Fund

Laura Russo Memorial Award

PNCA Dual Program Scholarship

Mary Gates Scholar

UW Seattle Purple & Gold Scholarship

Helen A. Reynolds Award of Music

SIAH Undergraduate Research Grant

ALEXIS NEUMANN

M.F.A., M.A.

WORK EXPERIENCE

DEVELOPMENT COORDINATOR

EASTERSEALS OREGON (FEB 2023 - PRESENT, PORTLAND, OR)

- Records gifts in donor software, audits the donor database, and sends thoughtful communication to donors regarding their donations and updates in programming and life of the non-profit.
- Manages marketing and social media, creating promotional and advertising materials, strategizing on how to increase awareness of the non-profit.
- Manages volunteers and assists in the planning and production of major donor and volunteer events.

SPECIAL PROJECTS COORDINATOR

ELISABETH JONES ART CENTER (NOV 2020- JAN 2022, PORTLAND, OR)

- Coordinates and manages major West Coast art festival with community sponsors and 50+ participating artists, as well as other exhibitions throughout the year.
- Manages social media and creates promotional materials for all exhibitions.
- Installs, de-installs, and packages art for exhibitions at the gallery.

OPERATIONS MANAGER

NORTH COUNTRY PRODUCTIONS (NOV 2018- MAY 2020. PORTLAND, OR)

- Runs day to day operations of the business, handles all client relations, manages employees, does invoicing and work orders, handles payroll, and maintains website.
- Plans and executes print marketing and distribution for the majority of arts, music, theater, and dance organization and many nonprofits in Portland.

EXHIBITIONS ASSISTANT

CHIHULY GARDEN & GLASS (JAN 2018- OCT 2018. SEATTLE, WA)

- Gives gallery talks daily and leads private and VIP tours, interacts with guests and members to answer exhibition related questions.
- Assist with coordination of the Membership Program, manage Community Enrichment Ticket Program, and aids in event planning and production.

ARTISTIC ASSISTANT TO EXHIBITION ARTIST + DIRECTOR

GLASSBOX GALLERY ART SHOW (JAN.-JUNE 2017. SEATTLE, WA)

- Organizes gallery preparation, installation and creation of exhibition.
- Plans fundraising events, organizes studio sales, and assists in applying for grants.

EVENT PROGRAM MANAGER

PUZZLE BREAK ROOM ESCAPE (NOV 2015- DEC 2016, SEATTLE, WA)

- Handled operations of events and managed in-room experience, dealing with clients and attendees.
- Handled on-site ticketing and cash exchange while managing multiple escape room events daily.

EXECUTIVE PROGRAM DIRECTOR & SOCIAL MEDIA CORRESPONDENT

IMPACT ON STAGE (2013- 2018, SAN DIEGO, CA + REMOTE)

- Helped found ImpACT On Stage 501(c)(3)- an anti-bullying non-profit.
- Builds and manages social media presence, runs and organizes major fundraising events including galas, auctions, and charity fundraisers.
- Creates, writes and directs shows and education curriculum.