

STEPHANIE FINK

EXPERIENCE

DEVELOPMENT OFFICER - INDIVIDUAL GIVING, VANCOUVER ART GALLERY VANCOUVER, BC | 2010 - 11

RESPONSIBILITIES: Fundraising and Marketing. Working with Raiser's Edge Fundraising Software. Batching of Admissions and On-line gifts. Fulfilling Membership packages. Maintaining Renewal and Donor campaigns. Issuing Individual tax receipts. Design and hand-coding of all electronic Membership mailings.

CBC RADIO 3, WEB DEVELOPER AND DESIGNER INTERNSHIP, VANCOUVER, BC | 2010

RESPONSIBILITIES: Designing and developing an blog style website for X3; working with PhotoShop, and Dreamweaver. Designing and initial scripting of an embeddable media player for users to post on their social media sites; mockups created in Illustrator and PhotoShop, built in Flash.

FREELANCE WEB DESIGN VANCOUVER, BC | 2010 - 11

RESPONSIBILITIES: Creating and developing websites for Vancouver artists, professionals and businesses. Graphic Manipulation, Logos & Branding, site design and coding. Working with HTML/CSS/PHP and the Adobe Creative Suite CS 4 & 5.

MALASPINA PRINTMAKERS SOCIETY VANCOUVER, BC | 2006 - 07

RESPONSIBILITIES: Showing artist portfolios, giving public tours of the work space, opening and closing the Gallery, art/print sales, Membership sales.

EDUCATION

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY - Sr Management Certificate (With Distinction), 2010

EMILY CARR UNIVERSITY - Bachelor of Visual Arts, 2007

VANCOUVER ISLAND UNIVERSITY - Bachelor of Visual Arts Transfer, 2004

PERSONAL NOTES

I am a hard worker, fast learner, and am goal oriented. I work well under timelines and pressure. Skilled with Microsoft Office Suite, HTML/CSS/PHP, digital imaging software and I adapt quickly to most computer software and programs.

VOLUNTEER WORK

Vancouver Art Gallery Art Auction - 2011

BCSPCA - 2010

Music Waste Festival - 2007 & 2008

Elliott Louis Gallery - 2007 (Both Paid and Volunteer Work)

Malaspina Printmakers - 2006

REFERRALS

Available upon request.