

Angella Meanix

30 Old Willows Road, Coatesville, PA 19320 | 610.757.5553
ang@angeladealmeanix.com

EXPERIENCE

Communications Coordinator | Chester County Art Association | 2014 -present

- Create and design all content for web, print, social media: original, new designs for all emails, foldouts, show postcards, pamphlets, business cards, sponsor packets, banners, posters, signage.
- Streamline and organize office procedures including better practices for file management, class registration and teacher contract completion, scholarship requests, membership and renewal details/mailings.
- Organize physical space to keep flow and efficiency in office/studio spaces: cleaning and categorizing, rotating as needs change, ordering supplies, keeping tabs on rentals, heating/AC needs.
- Customer service, class registrations and art show entries: handle various tasks related to intake of artwork, organizing, communicating, class offerings, database set up, problem solving on multiple levels often with sometimes 2 staff maximum.
- Attend to general art center related tasks as necessary: wearing several hats and shifting from departmental job related tasks to customer service, gift store sales and merchandising, greeting.
- Skilled in Word, Excel, Google Drive, Adobe Illustrator, InDesign and Photoshop

Volunteer | Artistic Director | Living Vicky | 2/2014-7/2014

- Graphic Design creating printable, social media and web based content for organization wide events/courses/website.

Personal Assistant, Kim Pickett Sales, Chester Springs, PA | 2012-2013

- Surrogate tester for distant clients (applied kinesiology).
- General everyday operations from cleaning, organizing, streamlining processes.

Program Coordinator, Chester County Art Association, West Chester, PA | 1998-2004

- Proficient customer communication skills and phone skills.
- Coordinated classes and workshops.
- Teacher liaison to the Director.
- Performed registration operations (Access).
- General office experience from reporting payroll to filing.
- Basic skills using Excel, Word, Microsoft Office (more proficient with Mac versions).
- Basic skills with use of Quark to create Newsletters and Brochures.

Occupational Therapist, Jeannetta Burpee Institute, Blue Bell, PA | 1995-1998

- Specialized in Sensory Integration.
- One on one therapy to adults and children with Autism, sensory processing, and developmental delays.
- Worked with families to integrate techniques and approaches into home and school.
- Executed testing and evaluations and resultant reports.

EDUCATION

Thomas Jefferson University, Bachelor of Science Degree 1995 (Occupational Therapy)