

# CLAIRE WEITNAUER

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## PERSONAL STATEMENT

I am seeking a dynamic, challenging position that combines my skills in writing, communication and organization with my interests in conservation, sustainability, advocacy, and community engagement. My liberal arts education and background in communications have prepared me for a diverse collection of organizational types and positions.

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## CONTACT

-  404-401-0294
-  claireweitnauer@yahoo.com
-  www.clweitnauer.com
-  Vashon, WA

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## EDUCATION

- 2014 - 2018 **DAVIDSON COLLEGE**  
*Davidson, NC*  
  
Bachelor of Science, Cum Laude  
(Psychology Major, Environmental Studies Minor)
- 2016 **THE UMBRA INSTITUTE**  
*Perugia, Italy*  
  
General Studies abroad program during the fall of 2016

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## SKILLS & SOFTWARE

- Adobe Creative Suite
- Wordpress
- Hootsuite and Social Media Management
- Constant Contact
- Donor Perfect
- Writing
- Microsoft Office
- Customer Service

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## VOLUNTEERING

- 2020 **VASHON MAURY FOOD BANK**  
*Vashon, WA*  
  
I help update the calendar and social media for the foodbank, and work in the stockroom.

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## EXPERIENCE

- 2019 - 2020 **GRANT & DEVELOPMENT FELLOW**  
*Burn Design Lab, Vashon, WA, September 2019 - Present*  
  
My tasks and duties as the Grant & Development Fellow include:
  - Executing non-profit fundraising efforts, which includes planning full campaigns, designing digital and print solicitations, managing donor relations, and maintaining the donor database.
  - Managing all communications, including writing and publishing a quarterly newsletter, keeping the website current, managing social media accounts and publishing content, and maintaining contact with donors and constituents with Constant Contact email.
  - Researching grant opportunities and writing LOI's, grant applications, and proposals.
- 2019 **COMMUNICATIONS & DEVELOPMENT FELLOW**  
*Park Pride, Atlanta, GA, April - August*  
  
I worked with the marketing and development teams on several projects; my tasks and work included:
  - Shooting and editing with Premiere Pro a number of promotional videos highlighting the program areas and messaging of Park Pride
  - Designing a variety of fliers, invitations, solicitations, blog posts, and deliverables as needed to accompany the strategic plan
  - Managing the social media calendar, including producing content, scheduling posts in advance, and interacting with individuals and organizations in real time on Facebook, Twitter, and Instagram
- 2018 **DIGITAL RESEARCH ASSISTANT**  
*Davidson College Technology & Innovation, Davidson, NC, Summer*  
  
I assisted the Instructional Design team on a variety of digital learning projects. My work included:
  - Redesigning the Davidson Domains webpage to support student needs and to reflect qualitative research findings and analysis related to student web usage on campus
  - Researching, designing, and implementing an initiative to increase Davidson students' awareness of online data usage
  - Assisting in the development, marketing, and distribution of an online course produced by Davidson College professors