

# ANN DAVIS

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## PROFESSIONAL PROFILE & SKILLS SUMMARY

Creative, high energy professional offering strong academic credentials and a rich mix of skills and experience supporting program, marketing and administrative functions in the nonprofit, government and corporate sectors. Offer exceptional time management and organizational abilities; strong written communication and presentation skills; and innate talent for quickly learning and applying information technology tools and resources to streamline operations and improve efficiencies. Scope of experience includes

- Public Relations & Sales
- Project & Event Management
- Scheduling & Logistics Management
- Archiving & Records Management
- Writing, Editing & Design
- Research & Information Analysis

Master of Library Science Graduate ▪ Enthusiastic Traveler ▪ Open to national and international relocation

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## EMPLOYMENT EXPERIENCE

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**AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION**, Alexandria, VA Jun. 2010 to Jul. 2011

*~ The American Orthotic & Prosthetic Association (AOPA) is a 1,900-member national trade association committed to providing high quality, unprecedented business services and products to O&P professionals.*

### Office Manager/ Meeting Coordinator

Provide executive-level administrative support to director of meetings and membership by assisting with development, coordination and management of various member educational programs and publications. Function as associate editor for biweekly electronic newsletter and monthly magazine. Serve as first point of contact for handling and directing inquires from callers and visitors relating to program and administrative issues.

- Manage scheduling, member registration, speaker agreements and tracking/reporting of CEUs for audio seminars, webcasts and the annual national assembly.
- Make optimum use of *Wufoo* online HTML form builder to create contact forms, event registrations, and online surveys. Currently building an online database to facilitate tracking and reporting of professional development activities.
- Assemble and analyze information received from member organizations, up-to-the-minute news reports, Medicare updates, legislation and expert reports; select and edit e-news and magazine content; coordinate production with third-party publishing firm.

**HARGROVE, INC.**, Lanham, MD

Mar. 2008 to Jun. 2010

*~ Headquartered just outside the Capital Beltway, Hargrove produces and manages tradeshow, special events and custom exhibits for Fortune 500 clients, museums, government and associations.*

### Tradeshow Account/Marketing Coordinator

Supported tradeshow division sales director and sales staff by tracking and managing documents, files and data; coordinating exhibit orders and production; conducting competitive market research and generating reports; and overseeing proofreading of marketing collateral.

- Managed in-house ordering systems and processes and coordinated communications between sales executives, account managers, graphic designers, and production staff regarding creation of exhibits.
- Improved effectiveness and efficiency for managing contracts by reorganizing contract files and co-developing written procedures for file maintenance.
- Took control of Salesforce.com database; managed tracking and reporting; enhanced user experience and improved data collection accuracy by drafting a technical user-manual and providing user training.
- Actively participated in company-wide efficiency improvements, green initiatives and employee incentive programs by serving on the employee action, venue database and green committees.

## EMPLOYMENT EXPERIENCE - *Continued*

**ROBERT K. WORMALD, INC.**, Frederick, MD

Jul. 2006 to Mar. 2008

~ *Founded in 1964, Wormald is an award-winning developer, designer, and builder of homes and residential communities.*

### Front Desk Administrator

Reporting directly to corporate vice president of sales and marketing, managed office systems and procedures while providing full-scale administrative, sales and marketing support to division staff. Prepared and edited executive correspondence; coded and reconciled invoices; maintained office supplies inventory; coordinated telecommunications services for in-house and remote communications.

- Assisted executive team with maintaining pulse on industry trends by researching various publications, creating news summaries and distributing weekly overviews.
- Created and maintained electronic spreadsheet to track and ensure adequate supply of marketing collateral. Established and organized media kits targeting newly penetrated West Virginia market.
- Contributed to reduction in office-supply expenses by establishing business accounts with major retail and wholesale suppliers and centralizing ordering for six sales offices and numerous field offices.

**UIDA BUSINESS SERVICES**, Reston, VA

Sep. 2005 to Mar. 2006

~ *UIDA Business Services operates an American Indian Procurement Technical Assistance Center through a cooperative agreement with the US Department of Defense and the Defense Logistics Agency and is also a supporting non-profit program of the National Center for American Indian Enterprise Development.*

### Procurement Assistant/Junior Event Specialist

Provided part-time administrative support to three procurement consultants and assisted with planning and logistics for business workshops and EPA Advisory Board meetings in DC office and out-of-state locations.

- Assisted with marketing and registration for business workshop series jointly sponsored by IBM and UIDA. Updated marketing materials, created mailing lists, and distributed workshop announcements to 700 Native American businesses in southeast region.

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## EDUCATION & PROFESSIONAL AFFILIATIONS

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**MASTER OF LIBRARY SCIENCE, Catholic University of America**, Washington, DC

May 2011

- President, Association of Graduate Library and Information Science Students
- Co-Vice President, CUA chapter of the Special Library Association
- Member of D.C. Library Association and D.C. Special Library Association

**BACHELOR OF ARTS, ENGLISH** (Communications Concentration), **Lebanon Valley College**, Annville, PA

- Study Abroad, Anglia Polytechnic University, Cambridge, England
- Who's Who Among Students in American Universities & Colleges

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## COMPUTER PROFICIENCY

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Quickly learn and master various software and online tools and applications for both Windows and Mac OSX environments: Microsoft Office; client management applications (SalesForce.com and PTAssist); DonorQuest fundraising software; Wufoo HTML forms builder ; web design experience with HTML, XHTML, CSS and Dreamweaver; and various web-based library journals and online databases (including LexisNexis, Dialog, WorldCat, ProQuest, Academic Search Premiere). Typing at 85 WPM.