

ANGELA JIN

206. . | @gmail.com | linkedin.com/in/angelasjin | Seattle, WA

Versatile Professional with 11 years of experience in program and project management, marketing, event management, and community outreach. **Creative strategist** who thrives on managing multiple projects and delivers conscientious and sustainable solutions. **Empathetic collaborator** with demonstrated ability to build impactful relationships. **Motivated volunteer** enthusiast with 13 years of experience supporting global community-building values and needs.

EXPERTISE & SKILLS

- Program/Project Management
- Community Engagement
- Investor & Client Relations
- Strategy Development & Implementation
- Event Management
- Marketing & Communications
- Content Development
- Research & Report Preparation
- Hiring and Training
- WordPress
- Microsoft Office Suite
- Adobe Creative Suite

PROFESSIONAL EXPERIENCE

Automattic Inc. **June 2018 - Present**

Company behind WordPress.com that endeavors to democratize publishing through open source technology.

Community Wrangler

June 2018 - Present

Facilitate global community of volunteers to create industry events. Review proposals and budgets. Provide community support and guidance. Works to streamline processes and relieve burden on volunteers.

Heartland LLC

Mar. 2010 - May 2018

Commercial real estate consulting and investment firm that develops strategies to support both built and natural environments.

Program Manager

Jan. 2017 – May 2018

Managed multiple internal and client-facing projects. Advanced project pursuit and marketing objectives. Managed investor and client relationships. Developed and implemented strategies for engaging with target markets. Produced external facing collateral, presentations, graphics to explain complex concepts to clients and stakeholders.

SELECTED ACHIEVEMENTS

- Developed and led business line that offered programmatic services to local nonprofits and educational institutions, which generated \$15,000 in revenue in the first year.
- Built and implemented processes to support \$11.2 million company investment platform
- Supported internal and external communications for +80 member coalition and \$20 million capital campaign.

Progressive positions included: Executive Assistant, Project Associate, Associate Program Manager Mar. 2010 - Dec. 2016

University of Washington, Commercial Real Estate Certificate Program

The most profitable certificate program at the University of Washington featuring an industry-taught, multidisciplinary curriculum.

Program Manager

Mar. 2010 – June 2018

Facilitated marketing, admissions and curriculum development in collaboration with University of Washington, Lead Instructors, Advisory Committee and Runstad Center Advisory Board. Reviewed and approved annual budget. Developed and maintained student website. Initiated fundraising effort to cover cost of out-of-classroom student experiences.

SELECTED ACHIEVEMENTS

- Secured +100 companies and +150 volunteer industry leaders to teach and participate in program annually.
- Led informational sessions and webinars, surpassed student enrollment expectations by average of 25% over past seven years while adhering to strict marketing budget.

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LEADERSHIP AND BOARD EXPERIENCE

Mountains to Sound Greenway Trust Board Member **June 2018 – Present**

Strengthen and connect the next generation of Seattle leaders by cultivating a service-oriented mindset and creating regular access to volunteer opportunities, educational and leadership-focused seminars, and civic events.

Seattle Metropolitan Chamber of Commerce Young Professionals Network Committee Member **Jan. 2018 – Present**

Strengthen and connect the next generation of Seattle leaders by cultivating a service-oriented mindset and creating regular access to volunteer opportunities, educational and leadership-focused seminars, and civic events.

University of Washington Commercial Real Estate Certificate Program Advisory Committee Member **Sept. 2013 - Present**

Optimize program curriculum and garner community support. Review instructor performance and provide resources to enhance classroom experience. Foster communication between program, University, and industry stakeholders and network.

Net Impact Seattle Professional Chapter Board Member **Sept. 2015 – Aug. 2017**

Empower Seattle community to effect positive social and environmental change by orchestrating regular events for and providing resources to a growing network of professionals, businesses and nonprofits that seek transformational sustainability and community impact.

VOLUNTEER EXPERIENCE

Seattle Public Library ELL Classroom Assistant **Sept. 2017 – Present**

Assist English language learners develop speaking, listening, writing and reading skills. Debrief classroom dynamics, best practices for ELL instruction and lesson planning with instructors.

Mountains to Sound Greenway Trust Volunteer **Mar. 2010 – Present**

Aid habitat restoration and trail maintenance. Organize company volunteer events. Raised over \$27,000 through collaborative fundraising effort.

FareStart Lead Volunteer **Feb. 2015 – June 2017**

Mobilize volunteers and participate in kitchen preparation shifts to support FareStart's average of 1,000 meals per day for neighborhood shelter services and hospitals. Assist with meal delivery runs to local shelters, and serve dinner at Downtown Emergency Service Center.

Habitat for Humanity Global Village Volunteer **Nov. 2015**

Collaborated with Global Village Team to build two, 24 square meter houses with concrete floors and reinforced masonry, to be fitted with a 26 gauge metal roof, doors and windows, in Estelí, Nicaragua.

EDUCATION

Certificate in Business Administration

University of Washington, Seattle, WA | 2017

Bachelor of Arts Degree English

University of Washington, Seattle, WA | 2013