



# ANNA GERLACH

ARTS ADMINISTRATOR | ARTIST | DESIGNER

## EXPERIENCE

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### GRAPHIC DESIGN INTERN

FEB 2018-MAY 2018

Raygun Workshop - INDIANAPOLIS, IN

- › Designed original branding materials for seven clients including brochures, print ads, and slide decks with great detail
- › Continually fostered skills in branding, marketing, and design

### DONOR OPERATIONS INTERN

SEPT 2017-DEC 2017

The Children's Museum of Indianapolis - INDIANAPOLIS, IN

- › Planned and implemented six donor fundraising and stewardship events through invitations, logistics, and on-site operations
- › Assisted in the creation of grant proposals through prospecting, research, and writing
- › Tracked and benchmarked giving trends on the local and national level

### CORPORATE & FOUNDATION RELATIONS INTERN

JAN 2017-MAY 2017

Indianapolis Museum of Art at Newfields - INDIANAPOLIS, IN

- › Created twelve compelling sponsorship packages
- › Developed a master list of over 50 corporate and foundation prospects with recommended funding opportunities
- › Assisted grant writer in the development of grant proposals and reports

### DIRECTOR OF ANCHOR SPLASH

JAN 2016-DEC 2016

Delta Gamma Fraternity - BUTLER UNIVERSITY

- › Planned Delta Gamma's annual philanthropy week, including a gala, fundraising events, and synchronized swimming competition to raise nearly \$14,000 benefiting Service for Sight

### GALLERY ASSISTANT INTERN

JAN 2016-MAY 2016

Howard L. Schrott Center for the Arts - INDIANAPOLIS, IN

- › Introduced and implemented an exhibition calendar for 2016-2017 academic year
- › Served as artist liaison to plan and setup exhibitions

### EVENT SUPERVISOR & ADMINISTRATIVE ASSISTANT

MAR 2012-PRESENT  
SEASONALLY

Safety Service Systems, Inc. (S3) - CHICAGO, IL

- › Manage up to 20 employees to ensure the safety and satisfaction of guests attending concerts, sporting events, and special events
- › Front of office operations

## EDUCATION

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### BACHELOR OF SCIENCE

Arts Administration  
Art + Design

GPA 3.8 out of 4.0

Butler University  
Indianapolis, IN  
2014-2018

## TECHNICAL SKILLS

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Microsoft Excel



Microsoft Word



The Raiser's Edge



Adobe Creative Suite



Weebly



## PERSONAL SKILLS

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Project Management



Special Events



Fundraising



Customer Service



Communication



## PORTFOLIO

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 [acgerlach.com](http://acgerlach.com)