

ANNA SPARKS

asparks87@gmail.com

asparksarts.com

@asparks.arts

Creative professional currently residing in Fall City, WA—skilled in remote or hybrid work environments.

Proficient in communications, design, marketing, user experience, and community development, and eager to build these skills with an organization that values collaboration, education, and a keen eye for detail.

Professional experience

AIGA, the professional association for design, New York City, NY

Membership Manager, February 2018–Present

Membership Associate, January 2017–February 2018

Manages membership for one of the largest and oldest professional associations

- Facilitated a database transfer of 60,000+ records
- Tracks daily and monthly process, retention rates, and chapter dues
- Builds and maintains reports for finance and other departments
- Writes and directs partnership agreements
- Ensures a positive online user experience while providing prompt customer service

Fosters community engagement for members, volunteers, and national task forces

- Develops member communications; including HTML emails, newsletters, and print materials
- Creates distribution schedules for entire mailing list
- Designs effective marketing messaging, social media posts, email headers, and documents
- Facilitates Zoom calls, Chapter Slack, Facebook and Instagram accounts
- Leads student groups through the AIGA Design Archives and portfolio review events

Process improvement to create efficiency in the workplace

- Identifies, addresses, and tests database issues with contracted developers
- Assists with new website development, offering suggestions for better UX
- Constructed new project management tools for better office organization

Neighborhood Farmers Markets Alliance, Seattle, WA

Development and Outreach Coordinator, July 2015–November 2016

Nurtured relations with local businesses and partners to add sponsorships, funding, and community events to the farmers markets

- Organized the annual fundraiser featuring an auction, 20 prominent chefs, 40 farms, and 250+ guests
- Hosted Pagliacci Pizza, Whole Foods, and BECU, to maintain long-standing market day of events
- Wrote and distributed weekly newsletters and press releases
- Reimagined blog, creating compelling photographs and persuasive content
- Acted as in-house graphic designer, photographer, and tech support

Winston Wächter Fine Art, Seattle, WA

Communications Director, December 2013–June 2015

Registrar, November 2012–December 2013

Advanced artists' sales and projects by creating efficient marketing and communications

- Developed a new website which could be managed in-house
- Photographed artwork and exhibitions, and designed marketing materials for various events
- Maintained gallery inventory and records through database and online server
- Organized shipping and travel arrangements nationally and internationally
- Specialized in exhibition preparation, installation, and project management

Education

Bachelor of Arts

Western Washington University,
Bellingham, WA
2006 – 2011

Technical skills

Graphic design

Adobe Creative Suite,
Acrobat, InDesign, Illustrator,
Photoshop, Dreamweaver

Digital and film photography

Database management

Salesforce, Fonteva, Raisers Edge,
Filemaker

Project management tools

Jira, Asana, Basecamp

Dropbox

Office communications

Microsoft Office

Google drive + apps

Zoom, Slack

Doodle, Survey Monkey

Web

Google analytics

HTML, CMS, CSS

Wordpress, Weebly, Squarespace, Acquia

Social media, Hootsuite

Passion projects

Founder, curator

Stay Happy Collective, Seattle

2009 – Present

Member, organizer

Camera of the Month Club, New York

2017 – 2019

Photography assistant

Robin Layton Photography, Seattle

2016 – 2017

Volunteer, photographer

Northwest African American Museum

2014 – 2016

Volunteer, photographer

YWCA 5th Avenue Boutique, Seattle

2016

ANNA SPARKS

asparks87@gmail.com

asparksarts.com

@asparks.arts

Publications/Awards:

Subjectiv, an online journal featuring artists and writers of the Pacific Northwest, 2020

CMC, a photography zine by Camera of the Month Club, 2018

Wine labels for Harbinger Winery, 2013

Pizzablood, a zine by Jaimie Fife and Cooper Eaton, 2012

Labrynth, a Western Washington University art publication, 2010

Jeopardy, a Western Washington University art publication, 2009

Art exhibitions:

“Architecture” // September 2020

Envision Arts, www.envisionartshow.com

“Alphabet Soup” // April 2020

Alterwork Studios, 30-09 35th Ave Long Island City, NY

“Progression” // November 2018

TJ Studios, 526 West 26th St. Suite 1001 New York, NY

“38” // May 2018

John Doe Gallery, 112 Waterbury St. Brooklyn, NY

“Changes” // October 2017

TJ Studios, 526 West 26th St. Suite 1001 New York, NY

“Time Measures” // September 2016

Central Saloon, 207 1st Ave S Seattle, WA

“Presenting Anna Sparks” // April 2016

Columbia City Artwalk, Seattle, WA

“Femmes Fatales” // March 2016

Central Saloon, Seattle, WA

“Best of Gage, 2012” // June 2012

Gage Academy of Art, Seattle, WA

“New Work” // May 2012

Warren Knapp Gallery, Seattle, WA

“Abbreviated” // February 2012

Rosen Gallery at Gage Academy of Art, Seattle, WA

“ELements” // June 2011

Cafe Solstice, Seattle, WA

“Flora and Fauna” // June 2011

Macy's, Downtown Seattle, WA

Max Higbee Bellingham Art Walk // April 2011

Koi Café, Bellingham, WA

“GP Industrial Decline” // November 2010

JINX Art Space, Bellingham, WA

Education:

Bachelor of Arts

Western Washington University,

Bellingham, WA

2006 – 2011

Technical skills:

Graphic design

Adobe Creative Suite,

Acrobat, InDesign, Illustrator,

Photoshop, Dreamweaver

Digital and film photography

Collage, page layout

Database management

Salesforce, Fonteva, Raisers Edge,

Filemaker

Project management tools

Jira, Asana, Basecamp

Dropbox

Office communications

Microsoft Office

Google drive + apps

Zoom, Slack

Doodle, Survey Monkey

Web

Google analytics

HTML, CMS, CSS

Wordpress, Weebly, Squarespace, Acquia

Social media, Hootsuite

Customer Service

Gallery sales,

Server, Barista

Yoga Teacher

Passion projects:

Founder, curator

Stay Happy Collective, Seattle

2009 – Present

Member, organizer

Camera of the Month Club, New York

2017 – 2019

Photography assistant

Robin Layton Photography, Seattle

2016 – 2017

Volunteer, photographer

Northwest African American Museum

2014 – 2016

Volunteer, photographer

YWCA 5th Avenue Boutique, Seattle

2016