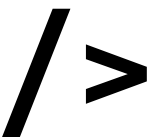




CHELSEA ANNA

INFORMATION
TECHNOLOGY &
COMMUNICATIONS



/ CONTACT DETAILS

628 Macbeth Dr. Pittsburgh, PA 15235
United States

>> chelsea@chelseaanna.com

Mobile No. (+1) 412-951-3506

/ WORK EXPERIENCE

>> IT Specialist

Pittsburgh Zoo & PPG Aquarium | 2022 to present

Part of a team that is responsible for maintaining, managing, and troubleshooting all technology systems in the organization. This includes configuring and deploying equipment, maintaining a secure network, and troubleshooting any issues.

>> Marketing Manager

WNA Engineering, Inc. | 2022

Responsible for strategizing, implementing, and managing all marketing initiatives, assisting with business development, managing RFPs and proposals, and creating and refining communication processes and SOPs.

>> Virtual Assistant, Owner

Chelsea Anna // Virtual Assistant | 2020 to 2022

Manage client projects, digital marketing and communications, and complete business admin tasks. Video and audio editing.

>> Communications Manager

Pittsburgh Zoo & PPG Aquarium | 2016 to 2020

Responsible for all external digital communications and content: park signage, press releases, website, mobile app, podcast, e-newsletters, social media, videography & video editing. Helped project manage development of custom-built mobile app. Handled digital customer service.

/ EDUCATION HISTORY

>> Community College of Allegheny County

Credits towards Software Development, AS

> 2014 to 2015

>> Vet Tech Institute

Specialized Degree in Veterinary Technology, AS

> Graduated 2010

/ CERTIFICATIONS

>> Microsoft Azure Fundamentals