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| AngelaHaugen |

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# Skills

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| * Independent problem solving
* Exceptional organizational and time-management skills
* Flexible and adapts easily to change
* Excellent attention to detail
* Superior task-management and follow-through
* Excellent oral and written communication
* Able to work with confidential information
 | * Knowledgeable with UW business policies and procedures, Microsoft Office Suite and Google applications, Quickbooks accounting software
* Ability to learn new skills and software and teach others
* Works well both within a team and independently
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# Recent Work Experience

### Nov 2015 – PRESENT

## EJI Administrator– Economic Justice Institute / University of Wisconsin Law School, Madison, Wisconsin

Provides paraprofessional assistance to the EJI clinical attorneys and law students, in addition to managing the EJI legal office. Handles highly sensitive and confidential paperwork and databases containing social security and alien registration numbers, banking account information, debt issues, and the like while managing of significant financial matters such as case settlements and litigation-related expenses.  Tracks local grant spending and prepares final reports for grant awards committees. Oversees office management and serves as a contact with the Law School Business Office, processing travel and expense reports and reimbursement requests per UW policy. Manages and coordinates cross-departmental clinical recruitment events and the application process. Curates and manages all EJI online content on UW Law School website and manages the department social media account and serves as EJI’s administrative point person with the outside community in Dane County and throughout the State of Wisconsin.

### oct 2014 – nov 2015

## Office Coordinator – Office of Career and Professional Development / University of Wisconsin Law School, Madison, Wisconsin

Maintained calendars for Assistant Dean and directors, managed OCPD office, and coordinated with other departments regarding event planning and advertising. Managed department website, created and updated print and web resources for students and employers. Processed purchasing card reports, managed payment requests for professional memberships, travel expenses, database subscriptions and other departmental expenditures per UW policy.

### Sept 2012 – oct 2014

## Executive Assistant / American Family Insurance, Madison, Wisconsin

Managed calendar for Vice President of Information Services, coordinated meetings, wrote, compiled and distributed information for meeting agendas, wrote and dispersed minutes. Managed resources for group appointments and meetings for multiple projects. Created, compiled, and distributed various reports for the department, managed distribution lists and Sharepoint libraries.

### Oct 2011 – sept 2013

## Freelance Graphic Artist / ColorTek, Remote Work

Worked with ColorTek as an independent contractor on a project for Marvel Comics restoring comic book art originally printed in the 1960s-1990s for digital redistribution. Received confidential and copyrighted work electronically, finished detailed projects on a deadline, and uploaded final work securely online.

# Professional Awards, Certifications, & Leadership Experience

* University Staff Recognition Award, 2022
* Research Education Development (Project RED) Training, 2019-2021
* Thrive@UW Madison: Managing Stress and Finding Vitality at Work, 2021
* Thrive@UW Madison: Exploring Creativity and Innovation, 2021
* Kauffman Administrative Development Program participant, 2019-2020
* Co-chair of Law School Employee Wellness Committee, 2017-2019
* Regular attendee of UW-Madison Women & Leadership Workshops through UW OHR
* Grant Development Workshop through the Grant Training Center, 2020
* Project Management Certificate through UW-Madison Continuing Studies, 2015

# Education

### August 2010

## M.A. / Ohio State University, Columbus, Ohio

Studied East Asian art, religions, and languages. Federal Language and Area Studies Fellowship recipient 2008-2010.

### may 2005

## B.A. / St. Olaf College, Northfield, Minnesota

Double majored in Asian Studies and Studio Art. Received distinction in studio art. Study abroad experience in Beijing, Nanjing, Shanghai, Tokyo, and Nagasaki.