

DOLORES “Laney” OHMANS

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SUMMARY

Disciplined: I finished my BA in Religious Studies with a 3.97 GPA after three years of study while supporting myself, often working two to three jobs to make ends meet. **Multilingual:** I speak fluent Spanish, and am conversant in Portuguese and French. **Tech-savvy:** I’m comfortable with PCs and Macs, and proficient in the Adobe Creative Suite, the Microsoft Office Suite, Drupal and Wordpress platforms, and social media forms Twitter, Facebook, YouTube, Tumblr and Foursquare.

WORK EXPERIENCE

First Unitarian Society

- *Membership and Outreach Director*

August 2011 to present

I developed a **mid-week programming** series for new members, and created and **implemented the Society’s first marketing plan** to publicize these and other church-sponsored events. I maintain First Unitarian’s **website, Facebook page** and **Twitter** presence. I assisted with the creation of highly successful **online community** for members, and in the coming months will oversee the redesign of our current website.

Wisdom Ways Center for Spirituality

- *Communications/Social Media Specialist*

July 2010 to January 2011

I **created a social media platform** to raise visibility of programming and engage a new audience. I **updated** and maintained **online calendar listings and promotional materials** for the center, and assisted with the facilitation of a diverse range of programming targeted towards spiritual seekers.

Friedman Iverson, PLLC.

- *Legal Assistant*

November 2010 to April 2012

I **managed, prepared and filed bankruptcy cases** for a busy consumer law firm, designing an efficient system of tracking and filing dozens of cases simultaneously. In addition to this work I maintained the office calendar, and **translated** the firm’s **forms and contracts** into **Spanish**.

St. Joseph Worker Program

- *Justice Office Communications Intern*

August 2009-August 2010

I **created a promotional package** (website, brochure, flyer and “ask” letter) for the Duffel Bag Project, **built** and updated a **Justice Office blog and brochure**, and **designed flyers for print and email distribution**. I oversaw **multiple contact campaigns**, and worked with partner organizations to develop content for the well-attended “Prayers for Peace” series.

Shramajeevi Sanghatna Manual Laborers’ Union

- *English Teacher and Public Relations Assistant*

May 2008 – August 2008

I **reported on political protests** for the national Unitarian Universalist Association’s Social Justice blog. I taught English to Katkari girls ages 6-14, and **began a program for workplace English skills** for office staff **as well as an English language focused teacher-training program**.

EDUCATION

University of Wisconsin – Madison 3.97 GPA
B.A. Religious Studies – Islamic Studies Focus