



Angela Haugen

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Professional Summary

Experienced and efficient professional committed to furthering the Wisconsin Idea through dedicated and efficient office management and administration. Familiar with UW business policies, knowledge databases and financial environment. Independent problem solver, including new software and technology.

Skills

- Organization with attention to detail
- Superior time management and follow-through
- Excellent oral and written communication
- Experienced with handling confidential information
- Supervisory & training experience
- Familiar with Workday (MATC)
- Experience reviewing and scoring/ranking grant applications, grant reporting

Professional Awards & Presentations

- 'Administrative Strategies for Equitable Access to Clinical Education', Midwest Clinical Conference, Madison, WI, 2024
- University Staff Recognition Award (USRA), 2022
- Pringle Award Roll of Honor, 2022
- University Staff Recognition Award (USRA) Roll of Honor, 2021, 2019

Recent Work Experience

NOV 2015 – PRESENT

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

- Track local grant spending and prepares final reports for grant awards committees
- Maintain departmental financial matters and firm's business and IOLTA trust accounts according to Wisconsin State Bar rules and regulations
- Process travel and expense reports, reimbursements, and resource requests through Concur and UWShop+ per UW policy
- Handle highly sensitive and confidential documents and databases containing client, student, employee, and financial information

- Develop clinic application and establish administrative processes, orchestrate cross-departmental clinical recruitment events
- Supervise support staff and train clinical law students in office procedures
- Manage office communication and daily logistics to ensure high standard of operations and serve as a contact with the Law School Business Office
- Oversee all departmental website and social media accounts and serve as point of contact with outside community partners

AUG 2022-PRESENT

**Grant Reviewer for the Wisconsin Partnership Program
Community Impact Grants / University of Wisconsin School of
Medicine and Public Health, Madison, Wisconsin**

- Serves as a grant reviewer for the Wisconsin Partnership Program's (WPP) Community Impact Grant program to provide independent review and evaluation, scoring, ranking and providing feedback to the WPP's Oversight and Advisory Committee for informed funding decisions.

OCT 2014 – NOV 2015

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

- Arranged calendars for Assistant Dean and directors
- Office Management and interdepartmental coordination and communication regarding event planning and advertising
- Oversee 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**

- Executive calendar management including scheduling, coordinating with other executives
- Wrote and distributed meeting agendas and minutes
- Maintained and updated department resources for projects and initiatives, distribution lists and SharePoint libraries
- Worked closely with various project management offices and contributed to administrative process improvement

OCT 2011 – SEPT 2013

Freelance Graphic Artist / ColorTek, Remote Work

Independent contractor assigned to projects for Marvel Comics restoring comic book art originally printed in the 1960s-1990s for digital redistribution.

- Worked with copyrighted and historical work
- Independently finished detailed projects on a deadline
- Uploaded final work to an online secure database

Teaching Experience

JAN 2022 – PRESENT

Knitting & Crochet Instructor / Madison Area Technical College, Fort Atkinson, Wisconsin

COURSES TAUGHT: FIBER ARTS – KNITTING, CROCHET BEGINNING - ADVANCED

- Teach multiple techniques in a community education/continuing education setting and prepare multiple lessons per class based on the skills and artistic goals of individual students in the course

OCT 2011 – PRESENT

Private Knitting Instructor / Various Locations

- Teach various techniques and skills from beginning to advanced to students interested in fiber arts and expanding their artistic repertoire.

Certifications & Leadership Experience

- Conflict in the Workplace: Crafting & Adapting Your Role in Resolution, 2024
- 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
- Grant Development Workshop through the Grant Training Center, 2020
- Co-chair of Law School Employee Wellness Committee, 2017-2019
- Regular attendee of UW-Madison Women & Leadership Workshops through UW OHR
- 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.