

Sheena Colbath Harden

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PROFESSIONAL EXPERIENCE

Program Coordinator, 2001 - Present

City of Austin, Telecommunications & Regulatory Affairs, Austin, TX

- Negotiate and manage over 60 non-profit grant contracts worth \$1.4 million
- Provide program development, grant writing and technical assistance to non-profit organizations
- Develop and maintain multiple databases utilizing MS-Access
- Author curriculum for and teach grantsmanship instructional seminars to non-profit organizations
- Design, produce and contribute content to websites, newsletters, annual reports, brochures, press releases, public service announcements and other publications
- Plan and execute state-wide and city-wide conferences, forums and events
- Develop marketing and outreach strategies for the City of Austin Community Technology Initiative
- Serve as Chair of Publication Committee, Liaison to City of Austin Records Management, City of Austin Combined Charities Department Coordinator and Employee Reward & Recognition Department Committee Team Lead

Designer, 2008 – Present

Colbath Sisters Design, Austin, TX and Kaneohe, HI

- Identity development, web & print design, product photography

Adjunct Faculty, 2004 Summer Semester

Cherry Hill Seminary, Columbia, SC

- Authored curriculum for and taught graduate level Internet-based grant writing and fundraising course

Business Development Analyst, 1999 - 2001

Galaxy.com LLC, Austin, TX and Nashville, TN

- Produced daily, weekly and monthly competitive intelligence reports
- Authored briefs analyzing vertical Internet industry trends
- Performed usability testing on interactive product to ensure ADA compliance and client satisfaction
- Facilitated sales process to ensure on time product delivery in cooperation with sales, production and marketing groups
- Collaborated with creative services contractor in the development of marketing strategies, graphic design and collateral materials
- Assisted in the development of corporate website including information architecture, content development and graphic design
- Planned and executed corporate events

Administrator, 1996 – 1999

Law Offices of Jennifer Tull, Austin, TX

- Provided technical, administrative, and paralegal support to legal team
- Performed client intake interview and composed case summaries
- Drafted legal documents for attorney review including discovery, pleadings and communications with opposing council, Court and other parties
- Maintained office computer network, filing system, and database
- Managed accounts receivable, collections and billing utilizing time management software
- Planned and executed meetings, mediations, and other events

SYSTEMS & PERTINENT SOFTWARE

Windows & Mac OS, Adobe Creative Suite, Microsoft Office, HTML, CSS, QuarkXpress

EDUCATION

BA *with Honors* from Texas State University in Geography-Resource & Environmental Studies, English Minor, 1994

RELEVANT COURSEWORK & CONTINUING EDUCATION

A to Z of Grant Writing (University of Texas at Austin)
Community Partnerships (CTCNet)
Creative Writing
Grant Writing I & II (University of Texas at Austin)
Grants Training for Non-Accountants (City of Austin)
Reading and Writing Advanced Study
Successful Techniques to Raise Funds (CTCNet)
Strategies for City and State Funding Support (CTCNet)
Web Accessibility Training - Basic & Advanced (Knowbility)
Writing for Science and Technology

AWARDS

- 2009 City of Austin Public Service Recognition Certificate of Appreciation from Austin Mayor
- 2009 Winner, Accessibility Internet Rally, Austin by Knowbility
- 2007, 2006, 2005, 2004, and 2003 - Texas Association of Telecommunications Officers and Advisors (TATOA), Certificate of Appreciation for Conference Planning
- 2006 South by Southwest Interactive Dewey Winburne Community Service Award Nomination
- 2004 City of Austin Combined Charities Campaign Certificate of Appreciation from Mayor Will Wynn
- 2003 Outstanding Community Affairs Executive of the Year 2003, Association of Fundraising Professionals Nomination

COMMUNITY SERVICE

- 2002 – Present: Texas Association of Telecommunications Officers & Advisors (professional organization) - Current Chair of Publications Committee; Board Secretary & Conference Committee 2005-2008; Produce quarterly newsletter, annual member directory, conference brochure and materials
- 2008-2009: Austin Pan-Geeks (non-profit volunteer run organization for Austin SciFi/Fantasy Community) - Leadership role; Provide website, logo and graphic design, plan and execute community events
- 2006-2008: Austin Browncoats (non-profit organization for fans of Joss Whedon's Firefly & Serenity) - Leadership role; provided graphic design services, planned and executed fundraisers and community events
- "A Wave of Love" Tsunami Relief Fundraiser - Event director; planned and directed event, provided graphic design and outreach services
- "Anything is Gothable Charity Auction & Ball" Fundraiser for AIDS Services of Austin - Event director; planned and directed event, provided graphic design and outreach services