

Douglas Cramer

address: 2033 Calle Lorca, Apt 23, Santa Fe, NM 87505

contact: (917) 273-5387, douglascramer@live.com

online: douglascramer.com, linkedin.com/in/douglas-alan-cramer

Profile

Project manager skilled at achieving strategic communications goals for businesses, corporations and non-profit organizations. Designer, editor, instructor and writer with over 15 years of experience directly supporting academics, engineers, executives, sales teams and subject-matter experts. Technology specialist skilled with complex software systems and tools. Adaptable and detail-oriented professional and teacher who excels at collaboration and serving clients, customers, staff and students.

Core Skills

- Copy Writing, Editing and Publishing
- Marketing Campaign Management
- Project Administration and Management
- Strategic Communications (including internal communications and scheduling)
- Website Design and Management (including CMS platforms, content curation and taxonomy)

Additional Skills

- Analysis of Finance, Policy, Research and Technology
- Budget Management and Reporting
- Business Administration and Development
- Client and Customer Service
- Database Management and Support (including CRM systems)
- Documentation and Report Design (including analytics, metrics and technical reports)
- Email Administration and Marketing
- Event Coordination and Promotion
- Executive and Board of Directors Support
- Graphic and Image Design
- Health and Safety Educational Product Development
- Instruction and Training (including individual tutoring and group teaching)
- Newsletter Design and Management
- Office Administration
- Social Media Platform Management
- Team and Subject Matter Expert Collaboration
- Team Leadership and Supervision

Software Expertise

- **CMS:** Drupal, Wix, WordPress
- **CRM:** HubSpot, Mailchimp, Salesforce
- **Design:** Adobe Creative Suite, Adobe Photoshop, Canva, PlayPlay
- **Events:** Google Meet, Livestorm, Microsoft Teams, Webex, Zoom
- **Microsoft:** 365, Excel, Outlook, SharePoint, Teams, Word
- **Productivity:** Asana, Basecamp, ChatGPT, Google Analytics, Google Workspace, Notion
- **Social:** Hootsuite, LinkedIn, Meta, Slack, YouTube

Education and Training

2025 **New Mexico Pre K-12 Substitute Teacher Licensure**, Santa Fe, NM

1991 **Wilderness Skills Certification**, National Outdoor Leadership School (NOLS), Lander, WY

1990 **Bachelor of Arts** (English major), Rutgers University, New Brunswick, NJ

Work Experience

Jan 2018–current **Freelance Communications Consultant**, Douglas Cramer Creative, Santa Fe, NM

Sep 2021–Aug 2023 **Content Lead**, Orange Silicon Valley, San Francisco, CA

Sep 2007–Feb 2017 **Director of Online Communications**, Antiochian Archdiocese of North America, Englewood, NJ