

ANNA BROWN



CREATIVE OPERATIONS LEADER

MARKETING OPERATIONS | CREATIVE PROJECT MANAGEMENT | EVENTS & COMMUNICATIONS

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welcome to

A BIT ABOUT ANNA BROWN

I transform complex ideas into clear, engaging experiences people remember. With 18+ years across marketing operations, creative project management, executive communications, events, brand, web and video, I connect strategy to execution and keep every moving piece moving.

ANNA BROWN



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A quick look at my experience, strengths and selected work.

ABOUT ANNA

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CREATIVE OPERATIONS LEADER

Simply **ABOUT ANNA**

Equal parts strategist, organizer and creative spark, I turn complex ideas into clear plans and memorable experiences.

My background in stage management still shapes how I work: I see the whole production, anticipate what's next and make sure everyone knows their cue. Whether I'm leading an enterprise initiative, producing an event or developing creative content, I connect people, details and technology to move the work forward.

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STRATEGY
↓
EXECUTION



Expertise & TOOLS

MARKETING & CREATIVE

- Marketing Operations
- Creative Project Management
- Brand Standards & Rebrands
- Website Content & UX
- Content Development
- Presentation Design
- Video Production & Editing

COMMUNICATIONS & EVENTS

- Executive Communications
- Internal & Change Communications
- Corporate Events & Conferences
- Customer Communications
- Event Promotion
- Registration & Attendee Communications
- Vendor Coordination, Logistics and AV

The tools support the work.

My strength is connecting people, process and creativity to move complex initiatives forward.

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PLATFORMS & SYSTEMS

- Microsoft 365
- SharePoint Administration & Site Development
- Microsoft Planner
- Copilot Implementation & Training
- Advanced PowerPoint
- Trello
- HubSpot
- WordPress
- Wistia
- Brandfolder
- Oktopost
- Awardco

CREATIVE PRODUCTION

- Adobe InDesign
- After Effects
- Premiere Pro
- Canva
- Camtasia
- Videoleap
- Final Cut Pro
- iMovie
- WeVideo
- Animoto

Leadership STRENGTHS



STRATEGIC ORGANIZATION

Turning complexity into clear priorities, plans and action.

CROSS-FUNCTIONAL COMMUNICATION

Aligning executives, teams and partners around a shared direction.

CREATIVE PROBLEM-SOLVING

Finding practical, engaging solutions when the path is not obvious.

OPERATIONAL FOLLOW-THROUGH

Managing details, deadlines and moving parts from concept through completion.

TECHNOLOGY ADOPTION

Translating new tools and systems into useful ways of working.

SERVANT LEADERSHIP

Supporting people, removing obstacles and keeping the work moving.

Work EXPERIENCE



CHIEF OF STAFF | TECH ELECTRONICS | JAN 2024 TO PRESENT

I partner with executive leadership to turn strategic priorities into coordinated action across the organization.

ENTERPRISE INITIATIVES

Lead complex initiatives from planning through implementation, including coordination of the Acumatica ERP rollout, stakeholder alignment and communications.

INTERNAL COMMUNICATIONS & TECHNOLOGY

Built the company's SharePoint communication site, developed Microsoft Planner workflows and led Microsoft Copilot rollout and training for the leadership team.

BRAND & DIGITAL

Supported a 12-month website redesign through research and UX content. Created brand standards for digital communications, presentations and collateral.

EVENTS & ENGAGEMENT

Lead marketing, communications and event initiatives including monthly employee programs, quarterly company events and customer programs for 30 to 100 attendees.

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work **EXPERIENCE**

During my 12 years at Momentus Technologies, formerly Ungerboeck Software, I progressed through three roles: Marketing Associate, Business Manager and ultimately Marketing Operations Manager.

Across all roles, I partnered with executives and cross-functional teams, managed complex operations and brought creative initiatives, communications, events and digital content to life.

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MARKETING OPERATIONS MANAGER

BUSINESS MANAGER

MARKETING ASSOCIATE

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project **PORTFOLIO**

Highlighting just a few of my favorite projects I've worked on.

COMPANY REBRAND

SHAREPOINT COMMUNICATIONS

MARKETING OPERATIONS

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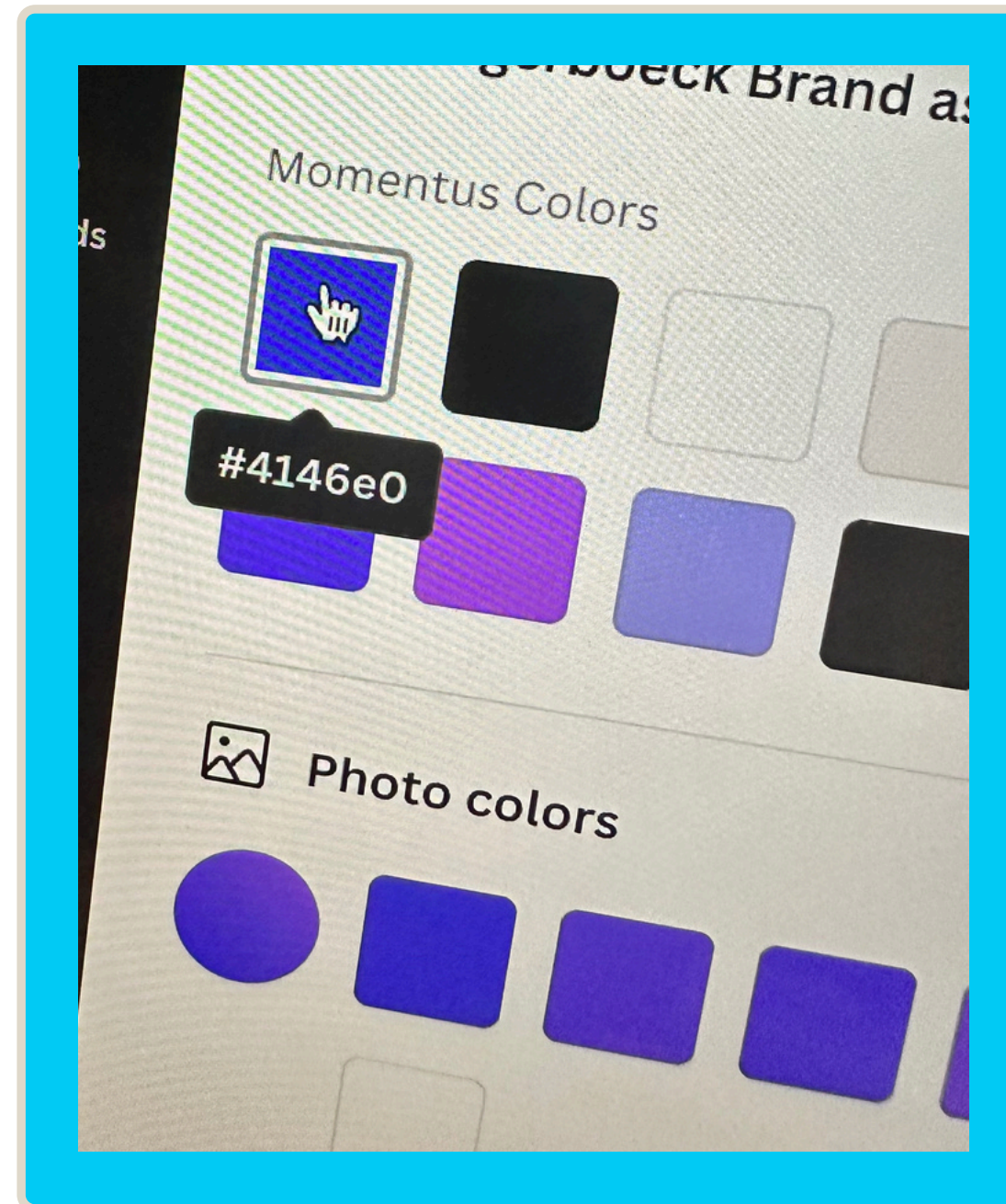


Company REBRAND

Project managed a complete rebrand in 90 days, partnering directly with the CMO and external agency from research and planning through creative execution and launch.

Coordinated timelines, stakeholders, brand assets and company-wide rollout communications to support a successful launch.

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Rebranding



Thursday, Jan. 26th

- Global Announcement to employees
- FAQ from Alex sent to all employees with link to BrandFolder

Friday

- 10am Global announcement to mini
- New Brand sites w/ website
- FAQ from
- NewCo employ
- Blog from
- 2 1.5-n

90 DAY REBRAND | MOMENTUS TECHNOLOGIES

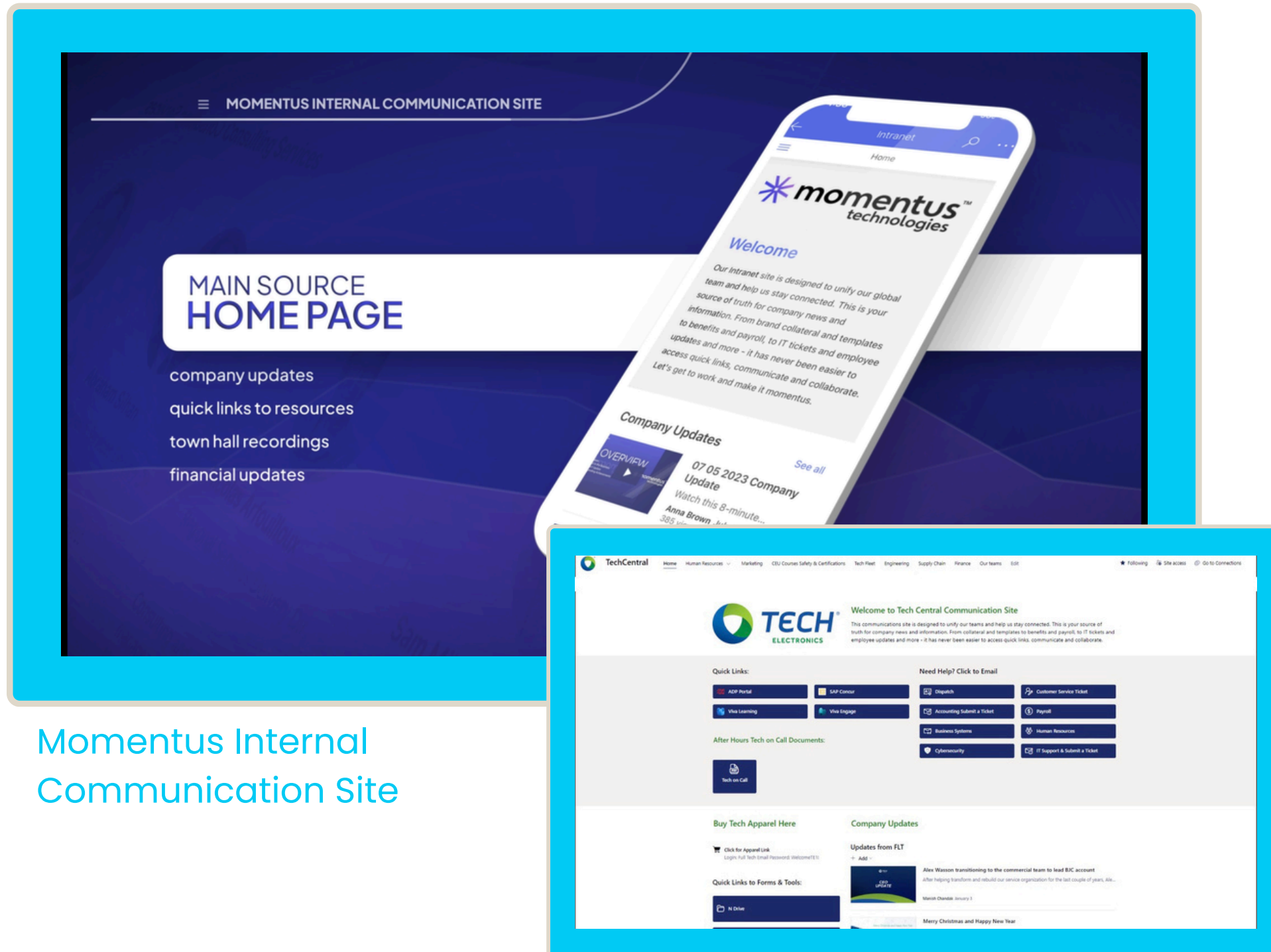
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SharePoint COMMUNICATION SITES

Built SharePoint communication sites for Momentus Technologies and Tech Electronics, creating centralized hubs for leadership messaging, company news, department resources and employee updates.

At Momentus, established a recurring executive communications cadence that included weekly CEO video updates. At Tech Electronics, built Tech Central to connect employees with news, tools and essential resources.



Momentus Internal
Communication Site

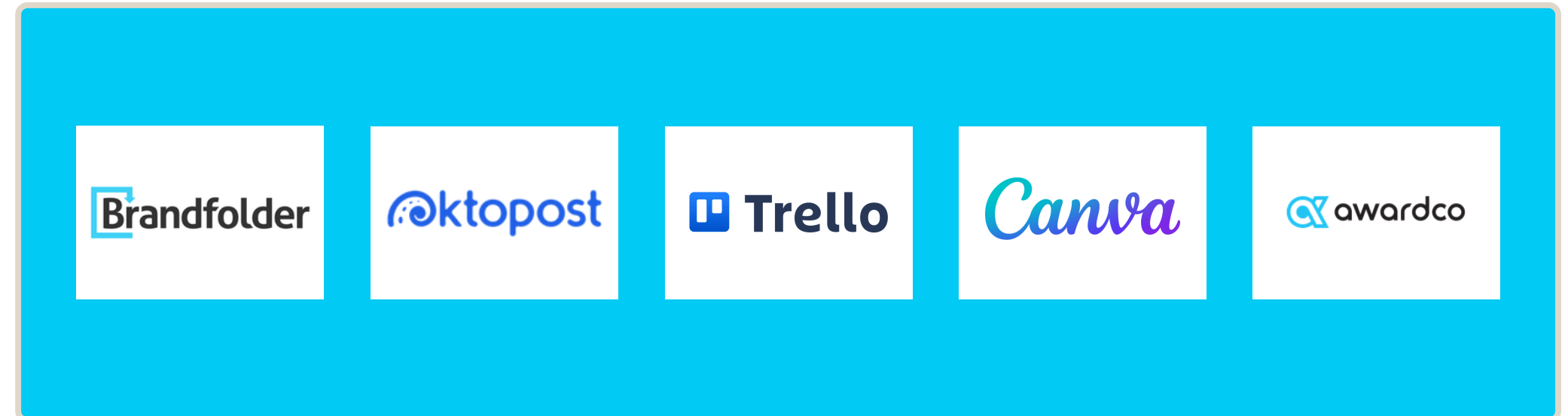
Tech Central

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Marketing OPERATIONS



Platforms Implemented

Introduced structure and consistency across a global organization by improving workflows, documenting processes and implementing platforms that supported collaboration, brand governance and employee engagement.

Implemented Brandfolder, Oktopost, Trello and Canva to strengthen marketing operations, along with Awardco as a company-wide employee recognition platform.

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Words THAT MATTER

“

Meet Anna – she is the heart and soul of Ungerboeck.
I've included Anna on the thread as well to make sure this goes without a hitch tomorrow.

Onboarding New CEO

FORMER CMO

“

Love it. You are in your element.

Core Values Video

FORMER CMO

“

Couldn't say enough to thank you for your contribution, your positive attitude and endless work ethic over the last few weeks.
We've accomplished so much, nicely building on the foundation of the past. A big thanks to you for being a big contributor and a balance. Thank you.

Company Rebrand

FORMER CEO

[View recommendations on LinkedIn →](#)

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LET'S WORK TOGETHER



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