

# VICKIELEE WOHLBACH

206.619.0691 | [vickieleew@hotmail.com](mailto:vickieleew@hotmail.com) | [www.spotlighteventsnw.com](http://www.spotlighteventsnw.com)

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## QUALIFICATIONS SUMMARY

- Producer of highly successful community, fundraising and celebratory events
- Events scriptwriter and message strategist; speaker coaching; wrangler
- Professional stage actor and singer; creative; connected to arts and non-profits
- Proven problem solver and resource maximizer; accounting and tech savvy
- Quick learner; curious intellect; project manager; self-starter; team player

## TECH EXPERTISE

Fluent Mac and PC. Word, Excel, PPT, Outlook, Teams, Eventbrite, Greater Giving, Flipbook (auction catalog), iMovie, MaestroSoft, WordPress, EMS, Qualtrics, Social Tables, Catertrax

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## SPOTLIGHT EVENTS: Principal [www.spotlighteventsnw.com](http://www.spotlighteventsnw.com) (2012 - present)

With experience and connections across Seattle arts and non-profit sectors, founded independent production company to produce bespoke events. Managed all elements of new business startup, website, accounts and client coordination.

## SEATTLE UNIVERSITY: Assistant Director, University Events (March 2022 – October 2024)

Successfully reimaged long-standing signature events for the post-pandemic world, bringing them back live with fresh perspective. Productions for guest counts from 20 to 2000 included Christmas Tree Lighting, Alumni Awards, State of the University, Costco Scholarship Breakfast, Clinical Performance Lab Showoff, Homecoming and outdoor movies. Lead on detailed event timelines, logistics, design, rentals, catering, guest management and communication, leadership briefs, and volunteers.

Brought theatrical flair in storytelling, scripting, A/V, stage design, film production, show calling, and speaker/student coaching.

SU partners included alumni, faculty, students, staff, vendors and Costco HQ.

## NORTHWEST CHILDREN'S FOUNDATION: Events & Volunteer Manager (2013 – 2022)

Key member of high-energy development team tasked to launch, manage, grow and pivot online dozens of events of all sizes including: annual signature gala + auction; golf classic; community educational forum (*online live-stream audience of more than 1,500*); third party beneficiary events; Girls Night Out at Molbak's; board meetings and more. Responsible for recruiting, scheduling and stewarding volunteers including highly skilled designers for special projects, year-round standing committee memberships and more than 80 onsite volunteers for larger galas. Coordination of all production elements (vendors, venues, catering, A/V and cues, script production, expense tracking, contracts, donation systems and auction management).

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**WELLSPRING FAMILY SERVICES: Special Events Manager (2002 – 2012)**

Produced all Wellspring development and celebratory events for 10+ years.

Responsible for full event production on breakfast and luncheon fundraisers, grand openings and groundbreakings, rock concerts, major donor house parties, family music and movie nights, holiday open houses and The Wellspring Awards.

Doubled their signature mission event Powerful Change Luncheon from 500-seat/\$250K event to highly successful annual 1,000 seat/\$500K fundraiser, significantly increasing fiscal stability and outreach for the organization. Co-crafted feasibility study launching their 14M capital campaign. As a key member of small but mighty development team, managed donor entry through acknowledgement, reconciliation, budgeting and analytics. Recruitment and stewardship of event table captains and sponsors.

Managed Wellspring's Holiday Toy Room, delivering more than 3,000 toys to 1,000 children annually. Coordinated hundreds of volunteers and multiple donation drives.

**W.O.M.A.D. USA: Director of Volunteers**

Created and implemented volunteer system for international, multi-venue arts festival.

Recruited, deployed and stewarded 300+ volunteers on 700+ shifts over 4-day festival.

**THE EXPERIENCE MUSIC PROJECT: Event Management & Production**

Served on new museum's initial startup production team launching their first public events through initial months of operation. Stage management of concerts, artist relations, delegation of support staff and technical coordination for more than twenty public workshops and performances weekly.

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**ADDITIONAL EXPERIENCE:**

- **Bumbershoot Arts Festival:** Venue Manager
- **Seattle International Children's Festival:** House Manager
- **Showtunes Theatre Company:** Box Office Manager
- **Bear Creek Recording Studio:** Studio Manager
- **Allied Arts of Seattle:** Special Projects including Honors Banquet | Grant writer
- **Professional Stage actor & singer:** US tours, Japan, Barcelona, Toronto, The Netherlands

**EDUCATION**

- Pennsylvania State University: BFA, high distinction graduate
- Post-graduate studies: tax prep, business management, marketing

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*Clifton Strengths:* Achiever | Arranger | Positivity | Focus | Learner

*Motto: "Victory lies in the organization of the non-obvious."*