

BRITTANY WRIGHT



249-878-4049



studiobrittany.ca



brittany@studiobrittany.ca

Professional Summary

Detail-oriented and adaptable administrative professional with over 10 years of combined experience in communications, logistics, team leadership, and client service. Skilled in managing office operations, coordinating events, handling sensitive information, and supporting diverse teams. Known for excellent organization, clear communication, and a strong work ethic.

Core Skills

- Communications & Event Management
- Social Media & Marketing
- Administrative Coordination
- Project & Workflow Coordination
- Scheduling & Data Entry
- Customer Service & Reception
- Bookkeeping & Billing
- Salesforce, Microsoft Office, Google Suite, WordPress
- Digital and Print Design

Experience

Manager, Communications and Events - Habitat for Humanity Ontario

October 2022 - October 2024

- Led the development and execution of organization-wide strategic communications plans and advertising campaigns.
- Planned and delivered high-profile philanthropic and governance events to drive community engagement and donor support.
- Managed donor relations through personalized recognition, targeted communications, and ongoing cultivation strategies.
- Ensured consistent brand messaging across all platforms, adhering to corporate brand guidelines.
- Monitored and analyzed social media performance and website traffic to optimize stakeholder engagement and campaign effectiveness.
- Drafted and distributed press releases; served as primary media contact for related inquiries.

Coordinator - Legend Boats

December 2021 - October 2022

- Scheduled workflow of technicians
 - Liaised with technicians, advisors, and management for service efficiency
 - Supported hiring/training
 - Seek data to increase and maximize service sale revenues with analytics and reports
 - Used Salesforce to track work orders and upsell opportunities
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Administration - City of Greater Sudbury

March 2021 - 8 Month Contract

- Book appointments for clients by phone using Salesforce software
- Provide customer service to clients, addressing their questions and concerns
- Provide accurate and timely data entry
- Maintain professionalism while handling sensitive and confidential information
- Navigate a database and search/identify records within a database

Cashier Manager & Vault/Bookkeeping Associate - Home Depot

February 2020 - December 2021

- Counting vault and key media from previous days sales
- Balancing store safe, petty cash, and cashier registers
- Training and supervising Cashiers and Lot Associates
- Setting clear performances expectations as well as providing on the job feedback

Portfolio

Please find my portfolio at studiobrittany.ca/portfolio

References

References are available upon request



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