

Jolisa Brewster

362 West Glenn
Auburn, AL 36830
USA
1.334.849.0106
jlb0249@auburn.edu

Blending project management proficiency with technical writing expertise, I specialise in crafting clear, concise documentation that improves operational transparency and enhances stakeholder communication. I seek a role in a dynamic, innovative organisation where I can leverage my expertise in project management, technical writing, and strategic communication to optimise business operations and support key organisational goals.

EDUCATION

Auburn University- Expected Graduation: May 2026

Master of Arts Degree - Technical and Professional Communication

Sunderland University

Bachelor of Arts Degree - Mass Communication

School of Business and Computer Science

(Pearson BTEC Higher National Diploma Level-5)

Associate's Degree - Media

Other Certifications

Project Management Certificate - Project Management Institute (USA)

Nebosh - National General Certificate in Occupational Health & Safety (UK)

KEY SKILLS & COMPETENCIES

- **Project Management Tools:** Microsoft Project, Asana, Trello
 - **Methodologies:** Agile, PMBOK, Risk Management
 - **Data Analytics & Visualisation:** Tableau, Microsoft Excel
 - **Enterprise Software:** Microsoft Office Suite, Oracle, G-Suite
 - **Process Optimisation:** Budget Management, Cost Reduction, Quality Control
 - **Stakeholder Engagement:** Vendor Relations, Client Communication, Team Leadership
 - **Technical Writing/Editing/Proofreading & Documentation:** SOPs, Process Manuals, Reports, Business Proposals
 - **Content & Digital Tools:** SEO, Marketing Analytics, Social Media Management, Desktop Publishing (QuarkXPress, Canva, Adobe Photoshop, Adobe Illustrator, Adobe InDesign)
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PROFESSIONAL EXPERIENCE

Graduate Teaching Assistant (PT) - Auburn, AL

Auburn University | 2024-Present

- Facilitating college English Lit. discussion sessions to undergraduate level students (ENGL 2210 & ENGL 2200).
- Grading assignments and preparing course materials.
- Providing academic support and feedback to students on course matters.

Project Manager - British Virgin Islands

Deccon International Inc | 2020-2024

- Successfully managed the construction of private residential homes, ensuring adherence to timelines, budgets, and quality standards.
- Oversaw and coordinated subcontractors, ensuring seamless project execution from site preparation to final inspection.
- Collaborated with architects, engineers, and designers to translate project plans into actionable deliverables.
- Developed and maintained strong vendor and supplier relationships, optimising procurement and cost efficiencies.
- Secured multiple government projects by ensuring compliance with regulatory requirements and bidding processes.
- Utilised project management tools to track progress, streamline communication, and enhance decision-making.
- Effective budget management, strategic resource allocation, and contract negotiations achieved cost savings.
- Conducted quality control inspections, ensuring industry-standard compliance and superior project execution.
- Authored detailed project reports, ensuring clarity and transparency for stakeholders.

Project Manager - British Virgin Islands

W&W Reliable Construction & PM | 2018-2020

- Led cross-functional teams executing complex projects, ensuring adherence to scope, timelines, and budget constraints.
- Implemented structured project management methodologies to optimise resource utilisation and mitigate risks.
- Fostered collaboration between clients, stakeholders, and teams, ensuring alignment with project objectives.
- Proactively identified and resolved project challenges, maintaining productivity and minimising disruptions.
- Authored SOPs and process manuals to improve team efficiency and knowledge sharing.
- Continuously evaluated project outcomes, identifying process improvements for efficiency and quality enhancements.

Warehouse Inventory Coordinator - Trinidad & Tobago

Schlumberger/M-I Swaco | 2013 – 2017

- Managed warehouse inventory, ensuring accurate stock levels, efficient storage, and timely movement of goods.
- Coordinated logistics and daily delivery schedules to ensure smooth operations and on-time shipments to clients.
- Partnered with project engineers to facilitate the receiving and delivery of chemicals on rigs.
- Maintained inventory records, generated analytical reports, and optimised stock control to reduce costs.
- Developed and maintained comprehensive documentation for inventory management processes.

