

Brittany Garrett

EDUCATION

University of Illinois at
Urbana Champaign

*Bachelor of Science in
Community Health 2010*

STRENGTHS

Natural Adaptability to
Change • Strong
Communication Skills •
Effective Collaboration
Skills • Interview,
Recruiting & Training •
Creating Digital Prints & Ads
• Presentation Skills •
Creative & Innovative
Solutions • Social Media
Marketing & Advertising •
Proficiency with Microsoft
Office • Processing
Invoices, Purchase Orders &
Reimbursements

CONTACT

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OBJECTIVE

Highly skilled professional with over 10 years of work experience and a passion for community and public health, assisting underrepresented populations and using technology to advance health messaging. Experienced in advocacy, community collaboration, documentation and project planning & monitoring. Seeking a position in public health that will allow me to utilize my abilities and skills.

WORK EXPERIENCE

Digital Content Creator - 2019 to present

Multiple Freelance Projects

- Created social media marketing posts and advertisements for various companies
- Promoted content on social media and monitored engagement
- Prepared, edited and proofread content drafts used for various digital platforms
- Developed marketing content for digital advertising platforms
- Conducted research used in SEO guidelines to optimize content
- Identified customers needs and recommended new strategies
- Coordinated with marketing and design teams to develop marketing content

Project Coordinator - 2014 to 2017

Conaway Achievement Project

- Assisted team with planning and execution of various projects
- Developed project timelines and ensured project goals are met
- Used spreadsheets to track project information
- Coordinated the planning of awareness events to serve underrepresented demographics
- Partnered with various community stakeholders and organizations in assisting low income, first time college students and disabled students throughout their academic career

Human Resources Admin Specialist- 2012 to 2014

University of Minnesota College of Pharmacy

- Coordinated, tracked and developed documentation for HR processes
- Collaborated with the HR team/manager through the hiring process life cycle to set and manage interview details & processes
- Handled all financial documentation including invoices, purchase orders, employee reimbursements & reconciliation of purchasing card transactions
- Formulated and maintained employee recording system

Project Coordinator - 2011 to 2012

University of Illinois Department of Facilities & Services

- Designed communication systems for team to connect with architects, engineers and designers to aide in the completion of vital projects
- Set project goals and timelines
- Monitored project activities and ensured deliverables were executed
- Used Microsoft Office applications to execute daily tasks including Outlook, Word, Power Point, Excel, Access and Publisher

Strengths Finder

Achiever | Belief | Deliberative | Empathy | Learner