

BRITTANY RENEE MAYES

HOME ADDRESS
4305 Major Street
Charlotte, NC 28208

Cell: (704) 208-6391
brmayes@live.unc.edu

Chapel Hill, NC 27514

SCHOOL ADDRESS
510 Williamson Drive
Taylor 4307

EDUCATION

University of North Carolina at Chapel Hill, Chapel Hill, NC
Journalism - Multimedia (BA)
Women's and Gender Studies (BA)
Expected Date of Completion: May 2016
Current GPA: 3.526

Potomac High School, Woodbridge, VA
Advanced Diploma GPA: 3.9/4.0

SKILLS & QUALIFICATIONS

An extrovert who is outgoing, caring, enthusiastic, light-hearted, dependable, spirited, honest, dedicated, passionate, and creative individual. I enjoy working with all ages, especially children, and I work well with a diverse amount of people. Intermediate in HTML, CSS editing skills, WordPress. Also proficient in Microsoft Office tools (Word, PowerPoint, Outlook, and Excel) and web browsing. Beginner Javascript coding skills, as well as intermediate videography and editing skills. Novice in Adobe Suite programs such as Illustrator, Photoshop and Premiere.

WORK EXPERIENCE

Swarm Interactive
Part-Time Web Designer Chapel Hill, NC
Jan 2015-Current
swarminteractive.com

Intern at Swarm Interactive as a part-time web designer. Swarm specializes in medical website development for thousands of companies. Work with content management systems, such as Joomla and Wordpres. Requires external HTML and CSS coding. Also uses Adobe Suite applications for supplement.

Office of Athletic Communications
Student Assistant UNC-CH
Aug 2013-Current
Student assistant at the University of North Carolina Office of Athletic Communications. I work closely with the sports information directors of the athletic teams on campus, including field hockey, football, men's and women's golf, and men's and women's basketball. My tasks include interviewing players and coaches, writing and editing articles for GoHeels.com, managing team social media accounts, as well as assisting with stats during the sporting events.

Carolina Asia Center
Communications Associate UNC-CH
Aug 2014-Dec 2014
carolinaasiacenter.unc.edu
As a Communications Associate, I work with the department in various ways. My main priorities include compiling, formatting, editing and sending the weekly newsletter. Tasks also included use of Microsoft Office programs, as well as helping with social media, website design and semester newsletters.

Potomac Management Solutions
Intern Woodbridge, VA
May 2014-Aug 2014
Intern at Potomac Management Solutions, a human resources government contract firm. Responsibilities included working heavily with Microsoft Excel and Word, filing and organizing. This position required a detail-oriented eye, strong communication and organization skills.

HONORS, AWARDS, & CERTIFICATIONS

Dean's List Fall 2013, Spring 2014, Fall 2014
Hayden B. Renwick Academic Award 2012-2014
First Aid, Health and Safety for Coaches Certification by Red Cross, March 2013-2015

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**EXTRACURRICULAR
ACTIVITIES** Minority Advisor 2013-2015
Diversity and Inclusiveness in Collegiate Environments 2014-2015
Sister Talk 2014-2015
Carolina Fever 2012-2015
Student United Way 2012-2013

**VOLUNTEER
ACTIVITIES** Volunteer Cheerleading Coach at CNN Allstars June 2014-Current
Coach at Heiser Boys and Girls Club June-Aug 2014
Disability Notetaker Spring 2014