

Brianna Lindsay

Creative Marketing Professional

980-210-7406

briannacoffey2022@gmail.com



Hello! I'm Brianna, a visionary communications professional with a passion for story-telling. I've spent over four years in communications work, including writing, content creation, social media management, and administrative work. I look forward to connecting with you!

EDUCATION

Cedarville University

Bachelor of Arts in Communications:
Professional Writing and Information Design
2019 - 2022

SKILLS

- Exceptional communication and interpersonal skills
- Thrives while working with a team; ability to work independently
- Strong organizational skills
- Enjoys the variety of working on multiple projects simultaneously
- Content creation skills in Canva, Adobe InDesign, and Adobe Photoshop
- Experience using Wordpress, Hootsuite, Sprout Social, Birdeye, Wix, Adobe, and other tools
- Enjoys offering patient, kind technical assistance
- Video editing skills in Adobe Premiere Pro, Canva, iMovie, and Instagram Reels
- Skilled in streamlining onboarding processes
- Eager to continue growing on my vocational path

CONNECT

[Linked In](#)
[Portfolio](#)

PROFESSIONAL EXPERIENCE

Office Administrator & Social Media Manager

Globe Life Family Heritage - Bandera Agency
October 2022 - Present

- Pioneered social media pages from the ground up to well-reflect and market parent company brand
- Creates timely and relevant social media content across four platforms
- Manages licensing and onboarding for new recruits
- Performs administrative work for Agency Owner and team

Communications Manager (Part-Time)

Matthew 25 Initiative, Anglican Church in North America
August 2023 - Present

- Creates social media content that aligns with brand voice and organizational goals
- Manages social media pages across two platforms
- Writes long-form email content for campaigns
- Designs shareable and printable communications assets
- Zoom moderator for discussion groups and seminars
- Edits videos using Premiere Pro and uploads to Youtube
- Strengthens donor relations via phone calls

Student Life Blog Manager

Cedarville University | 2021 - 2022

- Managed team of bloggers to release content for Student Life Blog
- Wrote consistent blog posts
- Wrote caption copy and scheduled Facebook and Twitter posts
- Filmed and edited student vlogs and reels
- Assisted Marketing Strategist for Cedarville University

Public Relations Writer

Cedarville University | 2020 - 2021

- Consistently wrote five to seven stories at a time
- Actively sought out relevant stories among students, alumni, and professors and conducted interviews