

Brittany Coates

461 Havenbrook Way Concord, NC 28027 | Brittanycoates97@gmail.com | (704) 886-7432 | www.linkedin.com/in/CoatesBrittany

EDUCATION:

The University of North Carolina at Charlotte, Charlotte, NC

Bachelor of Arts in Communication Studies and Political Science

May 2021

Concentration: Mass Media

Minor: Film Studies

GPA: 3.67/4.0

Relevant coursework: Communication and Mass Media, Public Speaking, Small Group Communication, Persuasion, Popular Culture, Research Methods, Fundamentals of Video/ Film Production, Introduction to Screenwriting, Intermediate Screenwriting, Creative Writing

RELEVANT EXPERIENCE:

The Deans List, Charlotte NC

Diversity & Inclusion Intern

January 2021 - May 2021

- Compiled and listed national and worldwide holidays to be aware of
- Organized and collaborated on bimonthly informative dinners

Seacrest Studios at Levine Children's Hospital, Charlotte, NC

Lead Production Intern

August 2020 - May 2021

- Frequent special guest on radio show
- On-air talent for Seacrest Studios at Levine Children's Hospital
- Produced 2-3 weekly shows, heard by over 200 patients and families around the hospital
- Responsible for recording radio shows using VoxPro and OPX recording systems

Patel Clinic of Chiropractic & Sports Medicine, Concord, NC

Chiropractic Assistant

October 2015 – May 2020

- Organized/Consolidated/Categorized patient information for the healthcare practice
- Established consistent procedures for scheduling new patient appointments
- Managed the daily operations of the office, greeted clients, addressed concerns and resolved issues with software systems

VOLUNTEERS & AFFILIATIONS:

3Sixty5 Student Ministries, Concord, NC

Youth Leader & Social Media Manager

August 2016 - June 2021

- Collaborated with other leaders on the best ways to teach and improve communication
- Counseled students and resolved conflicts resulting in the strengthening of good will

CAMPUS INVOLVEMENT:

Lambda Pi Eta (National Communication Honor Society), *Member*

November 2019 - Present

The National Society of Leadership and Success, *Member*

February 2019 - Present

UNCC Film Club, Member

August 2019- May 2021

SKILLS:

Software: Microsoft Word, PowerPoint, VoxPro, OPX recording system, SAS audio soundboard **Social Media:** Instagram, Twitter, Facebook, Snapchat