

Brandi Lane
206-769-3493
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www.brandilane.com

5+ years PROJECT MANAGEMENT
experience in creative
& fast-paced service environments.

10+ years of executive-level
ADMINISTRATIVE ASSISTANCE with
superior executive support skills.

10+ years WEBMASTER
experience: licensing, creating
and managing website content.

5+ years of SOCIAL MEDIA marketing
and crowd-sourcing experience.

8+ years experience
in EVENT PLANNING,
from corporate dinner parties
to heavy metal rock concerts.

Dynamic TRAINER,
2+ years experience presenting
employee orientations & software train-
ing to all levels of management.

Extremely EFFICIENT,
independent, ORGANIZED,
intuitive, and experienced
TEAM PLAYER.

Self-taught ARTIST & creative thinker.
Participates in community theater, writ-
ing, and craft/art projects regularly.

Advanced COMPUTER skills -
Proficient in Adobe Suite, Microsoft
Suite, HTML & CSS scripting, CMS Tools
like Sharepoint, website design tools like
Rapidweaver & WordPress,
diagnosing networking issues and
technical problem solving.

R E S U M E

BRANDI LANE LTD.

Marketing Consultant: 2009-Present

Marketing generalist producing online content and managing websites for a diverse set of clients, including Washington State Tourism. Provide strategies, tools, design and marketing campaigns for small business and non-profit clients.

LEVYsheckler / EVERYONE WE KNOW

Project Manager: 2005-2009

Managed projects for full-service advertising agency that held contracts with Washington State Tourism, Taco Del Mar and Seattle Seahawks.

HUMANITIES WASHINGTON

Executive Assistant: 2004-2005

Assistant for non-profit and public foundation. This position supported the President/CEO in all aspects of running foundation that supports community programs, literacy, and documentary filmmaking.

ARTSFUND

Executive Assistant: 2003

Finance, Operations & Community Affairs Assistant for non-profit art fund raisers, supporting the VP of Community Affairs in marketing & press affairs.

PRAVDA STUDIOS

Office Manager: 2000-2002

Managed the office for this film and video production studio. This position focused on creating and managing administrative and operational processes, plus production of film shoots.

AMAZON.COM

Various Positions within the company: 1998-2000

- Project Manager/Executive Assistant for Strategic Growth dept. (2000)
- Team Coordinator for the Expansion Team, which was collectively responsible for HR and training for five new distribution centers in the U.S. (1999)
- HR/Executive Assistant for corporate Human Resources department (1998)

CURTIS MANAGEMENT/CURTIS ENTERTAINMENT

Executive Assistant: 1995-1998

Assistant to the manager of Pearl Jam. Handled all inquiries, plus publicity for smaller acts and assisted promoters in all concerts produced by Curtis Entertainment, including 107.7 The End's Deck the Hall Ball.

INTERNSHIPS:

Belltown Music/David Meinert, Booking Agent: 1994-1995

Miramar Recordings, Record Label: 1994

Puget Sound Energy, Engineering Dept.: 1993

EDUCATION:

Art Institute of Seattle: Graduated 1994

AA in Music & Video Production