

## Britta J. Jackson

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### Work History

#### Alder Creative, Co-Owner & Business Development

Built a reputable graphic/web design and marketing company from the ground up, gaining over 100 clients in the past five years and running a lean organization.

March 2013 to Present

#### Freelance Writer

Writing product descriptions and marketing materials for Photojojo.com as well as stories for publications such as The Daily World, Washington Coast Magazine, ThurstonTalk.com and GraysHarborTalk.com. Formal writing for health care and social services.

December 2011 to October 2015

#### Queen B Quilts, Owner and Designer

Built an ecommerce business in retail and manufacturing with proven growth year over year. Developed the website and transferred the business to a new owner.

January 2006 to December 2014

#### Gray's General Store, Co-Owner, Marketing Director and Buyer

Developed a new retail business for downtown Hoquiam featuring delightfully unique gifts, supplies and classes with a focus on the community and learning new skills.

January 2012 to June 2014

#### Archdiocese of Seattle, Coordinator of Events & Service Programming

Planned a variety of annual events, trainings and retreats for youth and young adults ranging from small group class settings to 2,000+ attendee conventions.

November 2009 to September 2010

#### Microsoft, Administrative Assistant

Coordinating office operations, hospitality for new employees or guests, mastering the ins and outs of Microsoft's internal programs, managing budgets and planning events for a marketing team of 80+ employees.

July 2008 to November 2009

#### Cocoon House Youth Shelter, Development Assistant

Planning annual giving campaigns, fundraising events and performing daily intake of donations, funding requests and budgets.

November 2007 to June 2008

# Volunteer Work

## Current:

Seabrook Community Foundation, Board Member  
Aberdeen High School Art Department, Advisory Board Member  
Catholic Parishes of Grays Harbor, Choir Director  
Catholic Community Services, Feed the Hungry Program Volunteer  
Grays Harbor Canoe & Kayak Club, Co-Creator/Leader

## Past:

Fall Gala Art Exhibit, Grays Harbor College, Event Chair  
Hoquiam Business Association, Board Member  
St. Mary's Catholic School, Oktoberfest Beer Garden Event Planner  
Grays Harbor Youth Center Overnight Shelter, On-Call Youth Worker  
SCRAP Portland, Rebel Craft Rumble Event Planning Team  
South Everett/Mukilteo Rotary, Annual Auction Coordinator and Manager  
Archdiocese of Seattle, Convention Design & Event Coordinator  
King County Jaguars Football, Marketing Coordinator  
Woodland Park Zoo, Event Production Intern  
Aberdeen Parks & Recreation, Office/Marketing Intern

## Education

### **Bachelor of Arts in Business, Entrepreneurial Studies**

(a program in partnership with the Small Business Development Center)

Minor in Sociology

Western Washington University 2006

### **School of Visual Concepts, Seattle**

Courses in Design, Adobe, Drawing, and Copywriting for Advertising

## Additional Skills

Wordpress Web Design, Adobe InDesign, Adobe Lightroom, MailChimp, Microsoft Office, PC and Apple Platforms, some Quickbooks, knowing a good coffee/wine/beer when I taste one.