

SHAUNA DONOVAN

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Oshawa, ON

PROFESSIONAL SUMMARY

Organized and detail-oriented professional with strong communication, project coordination, and administrative skills. Experienced in managing schedules, coordinating tasks, and supporting teams in fast-paced environments. Currently pursuing an Executive Office Administration Diploma at Seneca College, building on prior diplomas in Advertising & Marketing Communications and Graphic Design.

SKILLS

- Strong Written & Verbal Communication
- Scheduling & Time Management
- Team Collaboration & Support
- Quick Learner
- Problem-Solving & Multi-Tasking
- Excellent Organization
- Microsoft 365 Suite
- Adobe Creative Suite

WORK EXPERIENCE

Media Relations Coordinator 05/2024 - 07/2025

Special Olympics Ontario

- Tasked with coordinating and maintaining detailed content calendars, ensuring 100% of campaign deliverables were completed on time and aligned with organizational priorities.
- Streamlined workflow by organizing digital assets across multiple platforms, improving team efficiency in meeting short turnaround deadlines.
- Strengthened organizational communication by preparing and distributing content that increased audience engagement across Instagram and Facebook.

Social Media & Design Intern 05 - 06/2022

Durham College / Ontario Tech University Residence

- Assigned scheduling of multiple design and communication projects simultaneously, consistently delivering ahead of deadlines while maintaining accuracy.
- Collaborated with staff to ensure materials aligned with institutional standards and requirements.
- Recognized by supervisors for organizational reliability and effective use of Microsoft 365 and Adobe Creative Suite to support departmental communication needs.

Housekeeper 04/2019 - 01/2021

Comfort Inn and Suites

- Consistently met room-readiness deadlines by managing daily task checklists and coordinating with team members, supporting smooth hotel operations.
- Maintained detailed records of completed assignments to ensure compliance with hotel quality standards, resulting in positive guest feedback and repeat business.
- Acknowledged by management for reliability and teamwork during peak occupancy periods, demonstrating strong time management and organizational skills in a fast-paced environment.

EDUCATION

Seneca College 2025 - Current
Executive Office Administration Diploma

Durham College 2020 - 2022
Advertising & Marketing Communication Diploma

Loyalist College 2014 - 2017
Graphic Design Diploma