

# SHAUNA DONOVAN

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## CONTACT

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[@shauna-donovan](#)

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## EDUCATION

### Seneca Polytechnic

**Executive Office Administration Diploma**  
January 2025 - February 2026

### Loyalist College

**Graphic Design Advanced Diploma**  
2014 - 2017  
Graduated with honours.

### Durham College

**Advertising and Marketing Communications Diploma**  
2020 - 2022  
Graduated with honours.

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## TECHNICAL SKILLS

- Skilled with Adobe Photoshop, Illustrator, InDesign, Microsoft 365 Suite
  - Also competent in Microsoft Excel, Adobe Premiere, and After Effects.
  - Proficient in online content publishers such as Wix, WordPress, Hootsuite, and Flickr.
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## INTERPERSONAL SKILLS

- Highly Organized, Deadline Oriented
  - Excellent Time Management
  - Quick Learner
  - Strong Communicator
  - Creative Thinker
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## PROFILE

Extremely dedicated, focused, hard-working, enthusiastic, and always eager to learn new skills.

Graduate of the Executive Office Administration program at Seneca College, along with prior diplomas in Advertising and Marketing, and Graphic Design. Experience working across different mediums - print and digital.

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## WORK EXPERIENCE

### Media Relations Coordinator

Special Olympics Ontario May 2024 - July 2025  
May - July 2023

- 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 Coordinator & Graphic Design Intern

Durham College / Ontario Tech University May - June 2022  
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

Comfort Inn & Suites - Oshawa 2019 - 2021

- 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.
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