

# BRITTANY A MILLER

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## WORK EXPERIENCE

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### Brittany Anne Miller, LLC

#### Freelance Event Producer, Graphic Designer and Marketing Consultant

- Current clients include: TEDxNewYork, Bowery Collective, and Bait and Hook Seafood and Grill

New York City, NY  
August '16 – Present

### The Horticultural Society of New York

#### Special Events Manager

- Developed strategic plan to reach fundraising, membership and development goals, with Executive Directors and Board Chairmen
- Planned and executed annual Spring Gala and Fall Luncheon with 300+ attendees and \$250K+ budgets
- Assisted Membership and Program Associate, to plan and execute membership cultivation events
- Created sponsorship materials and recruit corporate sponsors and related partnerships to increase revenue
- Liaised with vendors on event-related matters
- Managed the design, copy and production deadlines for all event collateral including invitations, program signage, etc.
- Secured in-kind donations
- Partnered with senior staff, Board Chairs and committees to engage major donors and identify potential Board members
- Managed budgets, prepare check requests and invoices
- Collected and maintained membership information using Raiser's Edge platform

New York City, NY  
August '15 – August '16

### Cannonball Productions

#### Associate Manager, Events & Marketing

- Assisted in production of nationwide series of sold-out Bacon and Beer Classics at major league baseball stadiums
- Designed Marketing web ads (Facebook Ads, Google Adroll, etc.) that created over 20,000 impressions
- Brainstormed pieces for editorial calendar with 2 content marketing pieces per week
- Designed and updating ticketing platforms
- Shaped digital strategy for website development and experience
- Oversaw all aspects of merchandise online and at events
- Solicited strategic partnerships and paid sponsors for all events
- Booked and managing vendors before, during and after events

New York City, NY  
April '14 – April '15

### Dispatch NY

#### Event Coordinator

- Organized daily food truck lot schedules and manage food truck substitutions
- Created production documents for clients and vendors for each event
- Liaised with venues and event clients
- Managed and developed relationships with vendors and coordinated logistics for their participation in the events

New York City, NY  
June '13 – October '14

### Aigner/Prensky Marketing Group

#### Event Manager & Graphic Designer

- Managed social media outlets, website, and Eventbrite ticketing pages for Food Truck Festivals of New England, LLC
- Oversaw communication and permitting with all vendors
- Organized permitting for venue and food trucks
- Supervised volunteers at events
- Designed all promotional and event materials for clients

Boston, MA  
January – May '13

## OTHER RELEVANT EXPERIENCE

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### Northeastern University - NYC Chapter Alumni Board

#### Event Coordinator (Volunteer)

New York City, NY  
May '15 – Present

### Thrillist Media Group

#### Photographer (Freelance)

New York City, NY  
January – March '14

## EDUCATION

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### New York University - New York, NY

Career advancement courses: (1) Management Planning, Control, and Effective Budgeting  
(2) Sales Strategies for Catering and Event Professionals

September – November '16

### Northeastern University - Boston, MA

BFA in Graphic Design // Minor in Business Administration

January '13 Graduate

## SOFTWARE KNOWLEDGE

Adobe Creative Suite, Microsoft Office, HTML  
Wordpress, Raiser's Edge

## INTERESTS

New York Football Giants, Netflix Documentaries,  
Green Smoothies, Spotify Playlist Curation, Personal Health & Wellness