



## Kelly Cartwright

**Arts & Cultural Projects | Program & Workshop Director**

Professional Work Rooted in Culture, Creativity, and Consciousness

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Spiritual artist, cultural researcher, and educator with over 25 years of experience exploring the Divine Feminine through painting, writing, travel, and cross-cultural study.

Complementing this creative practice, she brings 15+ years of professional experience in administrative leadership and stakeholder engagement across government, healthcare, engineering, and international business environments — overseeing teams, budgets, operations, and complex multi-stakeholder projects.

Her work bridges art, culture, and education. She can design and facilitate workshops, retreats, and public presentations that engage communities with sacred feminine studies, ancestral knowledge, and the arts. Skilled in both digital and in-person program delivery, she integrates technical expertise (WordPress, Adobe Suite, CRM systems, hybrid project management and more) with deep cultural and spiritual insight to create meaningful, well-organized, and sustainable programs.

She is passionate about creating spaces where art, ritual, and learning intersect, guiding participants to connect with heritage, creativity, and the cycles of life. She thrives in collaborative, cross-cultural, and educational environments, and is experienced in managing sensitive projects, complex logistics, and diverse teams — always grounded in purpose, integrity, and the sacred.

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### **Core Areas**

- Program & Project Coordination | Workshops, Retreats, Public Speaking
- Team Leadership & Staff Development (up to 60 people)
- Administrative & Financial Management | Budgeting, Procurement, Compliance

- Community & Client Engagement | Cross-cultural Collaboration
  - Research & Content Development | Arts, Spirituality, Ancestral Practices
  - Digital Tools & CMS | WordPress, Adobe Suite, MailChimp, Monday, Zoom (and more)
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## **Work History**

### **Workplace Experience Facilitator (Hybrid) | Stantec, Victoria, BC | 2023– 2025**

- Coordinated operations across multiple offices, including onboarding, facilities, vendor management, and internal communications.
- Facilitated learning and development initiatives, designing structured, human-centered experiences in complex organizations.
- Managed sensitive information and contributed to process improvements in compliance, safety, and operational workflows.

### **Financial Accounts Officer | PHSA, Emergency HQ, Victoria BC | 2019 – 2023**

- Investigated and processed financial claims, managing sensitive provincial and federal data.
- Communicated regulations to the public while ensuring compliance, accuracy, and clarity.

### **Administrative Director (Hybrid) | KR & PP Limited, London, UK | 2016 – 2019**

- Managed procurement, finance, branding, marketing, and client relationships across UK and Italy. Delivered presentations and coordinated international investment projects.

### **Government Program Administrator | BC STEP Program, Victoria, BC, 2013 - 2015**

- Facilitated confidential project data through government reporting systems. Supported budgeting, purchasing, and month-end operations.

### **Online Marketing Lead - (Hybrid) | IG Financial Services Inc. Victoria, BC, 2010 - 2013**

- Online marketing lead setting-up online marketing platforms and social media plans under IG's advertising protocols.

- Managed confidential client and company data; updated and streamlined administrative protocols and practices.

### **Executive Assistant to Managing Director** | Microsoft Canada, BC | 2008 – 2009

- Supported the director of for western Canada in the private sector with 60+ staff, managed events, budgets, e-commerce platforms, and confidential projects.

*\*Additional roles in government, international private sector, construction, and media available upon request*

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### **Education**

- Art Therapy Certificate | Coursera | 2024
  - Coaching Certificate | The David Keys System, London UK | 2018
  - Online Marketing & Web Design Certificate | DEC, Q College, Victoria BC | 2013
  - Asian Design Certificate | DEC, Wind and Water Academy, CA, USA | 1999
  - Bachelor of Arts | International Design Institute of San Diego, CA, USA | 1998
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### **Creative & Cultural Practice**

- Over 25 years researching and expressing the Divine Feminine and her circle of stars (the ecliptic) through painting, writing, and public presentations.
- Designed and delivered workshops, lectures, and collaborative projects integrating spiritual, artistic, and ancestral knowledge.
- Exhibited and published work internationally, connecting cultural insights with contemporary audiences.