

Ben Brouillette

Inglewood, CA 262-483-1619 brouillette77@gmail.com

Professional Experience

Social Media Marketing Manager

Brouillette Back and Neck Clinic, Fredonia, WI (Remote)

April 2017-Present

- Craft engaging, educational, and on-brand posts for the Facebook and Instagram pages of a well-established chiropractic office.
- Design promotional graphics and web/print collaterals in Canva, based on content directives from the doctor and office manager.
- Consult with the doctor and office manager on patient engagement and audience building strategies.
- Design and maintain a user-friendly and informative clinic webpage via Squarespace.

Front Desk/Housekeeping Supervisor, Agent, and Night Auditor

Hotel Xilo, Glendale, CA

September 2017-April 2020

- Welcomed, checked in, and attended to guests at all hours of the day.
- Managed reservations, cancellations, and guest inquiries/requests over the phone and online.
- Performed myriad additional tasks, including scheduling interviews and maintenance appointments and undertaking general cleaning/light maintenance work.
- Promoted to Front Desk/Housekeeping Supervisor in August 2019, made responsible for overseeing the front desk and housekeeping staff (including training, standards enforcement, and task delegation). Reported to the General Manager.

Development Internship

Zucker Productions, Los Angeles, CA

June-August 2015

- Wrote industry-standard screenplay, teleplay, novel, and comic book coverage and research reports.
- Professionally answered and rolled VIP phone calls.
- Took the lead on note-taking and dictation for development meetings and notes calls.

Education

University of Wisconsin-Madison, May 2016.

Bachelor of Arts: Communication Arts--Radio/TV/Film Option;

Digital Studies Certificate (Minor).

Skills

Spanish (Conversational, Written & Spoken); Microsoft Office Suite; Google Suite; Professional Phone Etiquette; Exceptional Written/Verbal Communication; Exceptional Customer Service & Hospitality; Facebook, Instagram, Twitter, and GoogleAds; Sales & Marketing Strategy.