

# Benjamin David Stanton FdA BA

07450221616 - [bdstanton.alt@gmail.com](mailto:bdstanton.alt@gmail.com) - [linkedin.com/in/bdstanton](https://www.linkedin.com/in/bdstanton) - [whoisbenstanton.wordpress.com](http://whoisbenstanton.wordpress.com)

A driven giver of effort & creative input is seeking a flexible, autonomous and promising role within an exciting & socially responsible company utilizing years of experience in management, administration and a passion for marketing & digital communications. My broad view allows me to think critically and find solutions to the majority of the problems that are put in front of me.

## Key Competencies

- Solution Determination
- Strong Leadership
- Dynamic & Flexible to Business Change
- Creative
- Digital & Printed Communications
- Service Focus

## Career Summary

### Social Media Coordinator (Voluntary, up to 6hrs/week), The First Fix

*Jan 2020 > Present*

- Writing the social media plan using Airtable, designing written and visual content for use on the website & social media platforms. Scheduling social updates using Mailchimp, and reacting to customer likes, retweets and follows. The product relies on effective digital comms for success and is expected to achieve sales up to £1m after launch.

### Marketing Assistant (Voluntary, up to 2hrs/week), Groundwork South (The Vench, Lockleaze)

*Jan 2020 > Present*

- Remotely owning the corporate away days volunteering database of local companies interested in supporting the children's playground on their annual charity days. Joining Skype meetings and suggesting new ways to engage with customers & prospective volunteers using social media, print and web.

### Workplace Support Administrator, AXA UK

*Feb 2019 > Present*

- Communicating internally to the wider Southwest team by creating relevant posts using new SharePoint team site that I developed and designed & currently administrate; this also includes updating digital display signage for external customers and visitors at front of house.
- Inter site support visiting other offices in the south west region and implementing controls, managing temp staff and liaising with site contacts to ensure smooth running. Onboarding new starters within the team, training them on our software and processes and providing them with support.
- Facilities management liaising with on-site contractor for maintenance, cleaning, repairs and miscellaneous improvement jobs including health & safety management. Writing & reviewing risk assessments & responsible for maintaining health & safety compliance and checking processes.
- Business supporting the 600+ staff members based in Bristol and visitors/working from home by group mailbox and telephone.

### Marketing Assistant (Voluntary, initially full-time then part-time), CREO Property

*Sep 2018 > Dec 2018*

- Writing the customer map, marketing plan and designing logos & tagline for use on the website & staff uniform.
- Create engaging blog posts & a medium term digital comms plan that the business still uses to this day.

## Agency KA, Back-2-Front

Sep 2018 > Feb 2019

- Second chef/kitchen support/assistant role helping the chef to prepare the kitchen and prepare meals to supplement income whilst gaining marketing experience.

## Assistant Manager (Support Manager), Independents by Sodexo

Jul 2017 > Aug 2018

- Creating documents for internal and external communications, updating the team daily by displaying comms materials on noticeboard, sending by email newsletters and updates on policy, surveying and gathering feedback from staff and customers. Designing literature and developing food and beverage menus for the satellite retail sites.
- Creating & planning training sessions for food safety and health & safety packages to a level 2 standard as a minimum requirement, using a variety of different methods for learners of all abilities, including one to one, group and team building scenarios. Identifying team members that require further training or one-to-one coaching and scheduling sessions and times to talk about their role & some basic competency testing.
- Organising and managing events including weddings, conferences and parties providing hospitality solutions, of varying sizes and types for numerous clients. From the initial contact arranging services from other on-site departments by email, chasing suppliers, order requested additions for clients and arrange the setup of the venue.

## Clifton College

Junior Assistant Manager, Sep 2015 > Jul 2017

Supervisor, Jun 2012 > Sep 2015

JCR Steward, Sep 2010 > Jun 2012

Catering Assistant, Oct 2005 > Sep 2010

## Knowledge & Skills

Certificate in Social Media Marketing  
(CPD Certified & IAS Certified)

Emergency First Aid at work

Personal Licence Holder

BA (Hons) Business Administration (with Marketing pathways) 2:2, University of Plymouth, 2008 > 2009

FdA Business Management (with Marketing pathways) 2:2, City of Bristol College, College Green, 2006 > 2008

A-Levels in Business, Computing and Accountancy, City of Bristol College, College Green, 2004 > 2006

GCSE, Bedminster Down Secondary School, 1999 > 2004  
(Grade A in Graphic Design)

## Interests

Cooking, eating out & exploring the food scene

Reading non-fiction & some fiction

Walking, running & playing football

Travelling & experiencing diverse cultures

Spending time with my nieces Jessica & Lily

Learning Italian

Learning Web Development & HTML

Playing board games

Drawing & painting scenery

Writing short stories