






# John Brodeur


*Information Technology Aid, Web-Designer,  
Marketing & Communications Specialist, Liturgical Musician*

## CONTACT

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## EDUCATION

**FRANCISCAN UNIVERSITY  
OF STEUBENVILLE**  
Steubenville, OH

*Business Administration Classes*  
2013 – 2014 10 Credits

*Bachelor of Arts in Theology  
and Sacred Music*  
2008 – 2012 3.54 GPA

## EXPERTISE

- Computers & Networking
- Troubleshooting
- Supervisory Roles
- Writing & Editing
- Organizational Tasks
- Strategic Planning
- Microsoft Office Suite
- G Suite
- Digital Marketing
- Graphic Design
- Adobe Acrobat, InDesign, and Photoshop
- Web Design
- HTML & CSS

## PROFILE

A hard-working, personable young professional who is searching for an exceptional employer who can make use of his administrative strengths, interpersonal skills, and creativity. Educated in the liberal arts tradition and holding a bachelor's degree. Proficient in the latest technology with a keen eye for presentation. Flexible and versatile – able to maintain a cheerful disposition under pressure; enjoys collaborative work while also excelling at autonomous tasks. Finds particular satisfaction in creative endeavors, acquiring new skills and serving others. A willingness to work beyond expectations and an attention to detail flows from a commitment to professionalism and excellence.

## WORK EXPERIENCE

**ST. EDMUND'S RETREAT, INC. (Mystic, CT) August 2015 - August 2020**

- **Creative Director & Information Technology Manager** .....August 2019
- **Director of Digital Communications** .....September 2016
- **Social Media Manager** .....August 2015

Managed a \$53,000 technology budget; Set up server-based network sharing for collaborative work; Worked with outside vendors to facilitate replace Wi-Fi infrastructure; Diagnosed and resolved software, hardware and network problems; Served as the global G Suite email admin; Outfitted meeting spaces with versatile A/V hardware; Provided technical assistance for video conferencing; Organized and inventoried electronic equipment; Implemented new workflows and process improvements.

Ghost-wrote for president and department heads; Built and maintained organization website; Implemented web integrations with CSS code; Created email marketing plan with tailored email templates; Managed a social media team; Supervised a digital media intern; Facilitated interdepartmental strategic meetings; Annually produced marketing materials for seven events and a 40-page program guide; Helped grow summer gala by 150% attendance and over 200% revenue in three years.

**FRANCISCAN UNIVERSITY (Steubenville, OH) August 2009 - July 2015**

➤ **Residence Director** .....July 2012

Served a Residence Hall of over 170 undergraduate men; Conducted annual interviews; Managed a team of 5 Resident Assistants; Oversaw the implementation of 30+ annual programs; Communicated with students, parents and co-workers; Wrote and reviewed reports daily; Worked collaboratively with other departments; Supervised fast-paced check-in and check-out periods; Managed a hall budget and University purchasing card.

➤ **Student Head of Music Ministry** .....August 2011

Auditioned over 150 prospective musicians each semester; Assembled several music groups; Trained lead musicians; Prepared sheet music; Led music rehearsals each week; Provided music for major campus liturgies; Indexed the entire music collection.

➤ **Resident Assistant** ..... August 2009

**C. M. PUBLICATIONS, INC. (Westerly, RI) July 2009 - March 2017**

➤ **Assistant to the President**

Worked with databases and specialized computer programs; Performed daily research; Created materials for publication; Managed customer subscriptions.