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BENJAMIN RAMIREZ

EDUCATION

Brigham Young University-Idaho, July 2020— *BA of Communications
Public Relations*

EXPERIENCE

BR Music, Sept 2017–Current — *Whittier, CA / Producer*

- Produce, record, and mix Audio for Music
- Prepare social media posts and ads to promote music
- Connect with Venues to prepare for concerts and gigs
- Kept production on track with effective scheduling and strong leadership skills

Walmart, May 2020–Current — *La Habra, CA / Digital Team Lead*

- Ensure each associate is meeting their metric goals
- Delegate tasks daily to associates to meet our quotas for the day
- Provide excellent customer service with any customer complaint/concern
- Maintain the whole store so daily operations run smoothly

VP Productions, Sept–Dec 2020 — *Remote / Social Media Intern*

- Update the company Facebook Page to be up-to-date and accurate
- Create Posts and Analyze page engagement to better improve marketing plan
- Assisted customer service teams with resolving and preventing problems
- Enhanced usefulness by effectively managing communications
- Boosted accuracy of profiles by combining primary and secondary data sources with keyword research

FJR Pacific, Sept–Dec 2019 — *Buena Park, CA / PR Internship*

- Created news releases, social media accounts, dealt with clients daily regarding services provided, and surveys for marketing
- Increased Company Social Media Outreach to new customers by 12%
- Created surveys for current customers to get feedback on areas to improve on and also for creating awareness of all the company's services
- Coordinated social media communications across all platforms and website pages.
- Collaborated with team members to meet daily demands and handle challenging projects

SKILLS

- **Bilingual Spanish** - Full Professional Proficiency
- **Music Producer/Singer-Songwriter**
- **Video Editor**
- **Google Analytics and Hootsuite Certified**
- Proficient with Microsoft Office: **Word, Excel, PowerPoint, etc.**
- Proficient with Adobe Creative Cloud: **Illustrator, Photoshop, Indesign, Premiere, Audition**
- Proficient in **Wordpress**

AWARDS AND ACCOMPLISHMENTS

- **Two Year Volunteer Representative in Guatemala**
- **Eagle Scout** - Boy Scouts of America
- **Princess Ball Employee of the Pay Period** - Progrexion
- **La Ley Scholarship** - The Latin American Law Enforcement Association
- **Outstanding Student Scholarship** - Tri-Cities ROP