

Faith Buttrick  
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faithbuttrick.com | [Faith Buttrick's Portfolio](#)

## Work Experience

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**Morgan Stanley - CBRE**, Boston, MA

August 2024 - Current

*Workplace Experience Receptionist*

- Developed a Standard Operating Procedure document, creating clear procedures to streamline operations and improve accuracy and efficiency while establishing a standard to guide and support future employees in this position.
- Delivered exceptional service to high-profile clients, visitors, and guests, ensuring a welcoming atmosphere.
- Managed visitor access and security protocols, issued passes, and oversaw entry into a highly secured building while maintaining confidentiality.
- Scheduled meetings and conference rooms, including arranging room setups and ensuring the functionality of technological equipment.

**GymIt**, Brookline, MA

June 2022 – Current

*Marketing Coordinator and Assistant Manager*

- Developed and executed targeted advertising strategies, generating an additional \$12,000 in annual training revenue.
- Created targeted advertising materials to communicate brand messaging and drive engagement effectively.
- Successfully pitched and secured training, driving a significant increase in company revenue.
- Designed and implemented social media campaigns to enhance brand culture and reinforce company values.

**Sunset Development Group**, Newton, MA

May – August 2023

*Social Media Marketing Intern*

- Produced engaging content for TikTok, Instagram, and Facebook, aligning with platform-specific trends and audience preferences.
- Developed and executed a comprehensive social media strategy, increasing content production by 50%.
- Established content creation guidelines to ensure consistency in brand voice and messaging across all platforms.
- Conducted market research and developed comprehensive brand guidelines for consistent digital communications.

**Pure Consulting**, London, UK

January – April 2023

*Event Logistics Coordinator*

- Prepared detailed event proposals and function sheets, tailored to client specifications.
- Contributed to revenue growth by supporting team members with data organization and collection.
- Coordinated internal communications to streamline logistical information and improve team efficiency.
- Analyzed client needs to recommend optimal venue options and coordinated on-site logistics.

**Strike Magazine**, Boston, MA

September – December 2022

*Strike Magazine Social Media Director*

- Generated a content calendar that increased engagement, resulting in a 60% rise in post-interaction.
- Strategically planned content to create a cohesive and aesthetically pleasing feed that accurately reflected the brand's identity.
- Collaborated with the team to develop and implement a content strategy that significantly enhanced brand recognition.
- Orchestrated strategic meetings to enhance and refine the brand's digital presence.

## Education

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Boston University, Boston, MA May 2024  
Bachelor of Science, Advertising GPA: 3.6

## Skills

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Adobe Creative Suite, Social Media, Canva, Google Suite, Microsoft Suite, Mondays, WordPress, Wix, Slack