

# BEN BROWN

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## Academic Summary

2003-2006 University of Manchester  
BSc. Management (Hons)  
Classification 2:1

2001-2003 Oldham Sixth Form College  
ABBCC

1996-2001 Counthill School  
1 A\*, 5A's, 2 Bs and 1 C

## Other Skills & Qualifications

Full clean UK Driving License  
Cambridge CELTA Qualification  
English UK Safer Recruitment &  
Safeguarding Level 3  
Sage 50c Accounting Software

MS Applications ●●●●●  
Photoshop ●●●●●  
Trello ●●●●·  
Hootsuite ●●●●·  
HTML ●●●●·  
CSS ●●●··  
Illustrator ●●●●●  
InDesign ●●●●●  
Wordpress ●●●●·  
Mailchimp ●●●●·  
Google Analytics ●●●●·  
Python ●●●··

## Interests & Volunteering

Co-owner of Potter's Pies  
Currently restoring and renovating  
a 1993 VW T4 Camper Van  
In 2016/17 I travelled through Central  
America on my bicycle. I travelled from  
Panama City to Tulum, Mexico—just  
under 4000km.  
Sadanha Re-forest Project, Auroville  
India  
Fundacion Zoo BeIVEN Quito Ecuador

May 2017 – Current

## Head of Content

Manchester's Finest, Manchester's Finest Group

Development and implementation of a content strategy at a rapidly growing hyper local marketing and media platform reaching approximately 5m people per month. Delivering high-quality content from concept to production put out through articles, newsletters, video, imagery, email and social media platforms. Driving reach, reputation and revenue editorially and on paid client campaigns. People management, supporting recruitment, supervising, training and mentoring team members.

Oct 2011 - Oct 2016

## Centre Operations Manager

Language Study Centres Manchester & London

Responsible for all operations for up to twelve large English language schools operating throughout the UK and United States. Solely responsible for recruitment and training of all summer staff, including employment contracts and DBS checking. On-going Leadership support for all centre staff. Managing large budgets, implementation of new documentation, systems and procedures.

June 2011 - Oct 2011

## Centre Manager

Language Study Centres, Harrow

Responsible for every operational aspect of the flagship centre, ensuring the smooth running of each department and the welfare of over 700 students at any one time. Managing the large team of staff, and ensuring all policies for the welfare and protections of children are in place. Establishing clear operational procedures, keeping comprehensive written records for the centre as well as running the centre within agreed budgets and finances.

June 2010 - Sept 2010

## Assistant Centre Manager

Berlitz Language Schools, Rossall School Fleetwood

March 2010 - June 2010

## Physics & Algebra Teacher

Schiller International School Barcelona

June 2008 - March 2010

## Activity Coordinator

EF International Language School Manchester

Sept 2007 – Nov 2007

## Student Support & Ambassador

The University of Manchester

Sept 2006 – March 2007

## English Teacher

Aston English School Yinchuan, China