

Brigitte Surette

Brigitte@brigittesurette.com 516.455.3691 www.brigittesurette.com

Professional writer/editor/manager with over 12 years of experience providing copy and content to various individuals, professionals, executives, magazines, online magazines, and organizations ♦ Organizational management skills and experience ♦ Creative concepts experience working with real estate power brokers, physicians, artists, authors, and other executives.

Sales/marketing experience	E-book writing
Vanity press/publishing experience	Project Management
Magazine & interviewing experience	Blogging/Content/Copy
Event management	CMS

EDUCATION

- B.S. in Organizational Management/Marketing, Tusculum College, Knoxville, TN
- Attended UT Knoxville, Knoxville, TN
- Gotham Writing School, New York, New York, Fiction Writing

PROFESSIONAL EXPERIENCE

Editor, Lifestyle Publications, Mount Pleasant, SC, January 2017 to October 2017

- Managed a superb and professional team of writers and photographers
- Setup, directed and managed cover photo shoots
- Edited articles, copy and content and wrote articles when needed
- Helped creative team with design ideas for layout
- Conceptualized and implemented monthly issues with specific themes in mind
- Reached out to various members of the community including politicians, celebrities, leaders, and other professionals to inquire about their participation in magazine
- Met with publishers to discuss strategies for future issues, success and other administrative responsibilities
- Represented publication in community

Freelance Writer, January 2008 to Present

- Professional biographies for various executives and individuals
- Developed questionnaire for professionals to capture voice and/or brand
- Medical writing and medical executive job descriptions
- Wrote and edited marketing copy, book blurbs, and press releases for multiple authors
- Ghostblogging and writing for power broker in Manhattan and well-known physician
- Descriptive copy for: real estate; products, upscale neighborhoods and dwellings

- Magazine and newspaper articles; medical, holistic, human interest real estate, and design
- Descriptive copy for boutique ad agencies to include: website, client (print and online) copy and sales presentation copy.
- SEO article writing for online content
- Professional cover letter templates for client website
- E-book – chemical free living for international client

Gallery Manager, Utonga Gallery, Mount Pleasant, SC, Nov 2005 – Dec 2007

- Managed day-to-day operations of upscale sculpture/art gallery
- Sales/marketing of hundreds of sculptures
- Increased sales exponentially within six months of employment
- Point of contact for national and international clients and potential clients
- Wrote copy/content to include: descriptive product copy, email campaigns, website, press releases, newsletters, and interviews with artists
- Photographed hundreds of sculptures to display on website
- Management/setup of social events pertaining to gallery and within gallery
- Collaborated with overseas buyer and owner to arrange overseas shipments of large containers of sculptures

**Independent Writer and Reporter, Newspaper and Vanity Press
2004 -2005**

**Marketing & Office Manager; UBuildIt, Mount Pleasant, SC.
February 2004 to September 2004**

**Reporter/On-Air Personality, Clear Channel Communications/Westwood One,
Memphis, TN, 1999 to 2003**

Columnist/Writer; Mid-South Health & Fitness Magazine, Memphis, TN, 2000-2001

Radiothon Coordinator, Ronald McDonald House of Memphis, Memphis, TN, 1998-1999

- Selected for this position from over 500 applicants from out of state
- Management of project (largest fundraiser in Memphis)
- Resulted in most successful campaign in Radiothon's history
- Increased corporate participation by 70% and raised over \$600K
- Wrote and created promotional material, press releases, and copy for 28-hour live Radiothon
- Conducted meetings with staff, volunteers, board members, media, and community leaders to develop ideas and tactics to implement market strategies
- Coordinated and represented charity at numerous events
- Represented charity through live and taped interviews with media (radio and television)