

RYAN A. WILCOX

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STRENGTHS/SKILLS

Strengths: Writing/Editing, Community Relations, Social Media Marketing, Web Development, AP Style
Software: Wordpress CMS, Hootsuite, Microsoft Office, Adobe InDesign, Constant Contact, Canva

COMMUNICATIONS EXPERIENCE HIGHLIGHTS

- Established effective working relationships with municipal colleagues, and department leadership
- Published features and website content on a guest post and contract basis
- Developed and expanded agency social media presence
- Led a team in the planning and production of a new website

PROFESSIONAL EXPERIENCE

Features Writer/Editor, Fort Worth, TX, 2004 – Present

- Published features in traditional and online media, focused on causes, service and nonprofits:
 - GoAbroad.com;
 - Idealist.org;
 - Red Cross DFW;
 - Media Cause;
 - VolunteerForever.com.

City of Fort Worth, Fort Worth, TX, 2014 – Present

Golf Shop Attendant

- Managed golf shop operations; provided community relations for patrons, and the public
- Coordinated the customer experience and offered friendly retail sales advice
- Managed customer database and clientele records in a point-of-sale system
- Maintained an accurate daily count of revenue, and cash reserves

Whetstone Boys Ranch, Mountain View, MO, 2013 – Summer 2013

Mentoring Specialist

- Published marketing content for quarterly newsletter, monthly e-newsletter, website, blog and Facebook page for Missouri residential boys home
- Developed a genuine mentoring relationship; living in the house with the residents 24/7

dr2marketing, Colleyville, TX, 2012 – 2012

Project Manager (contract)

- Managed social media accounts for six clients using Hootsuite, including D&M Leasing
- Researched daily for content that complimented each client's brand

Girls, Inc./Tarrant County Kids, Arlington, TX, 2011 – 2012

Site Instructor

- Directed activities for after-school program for 35-45 children ages 5-12

EDUCATION

TEXAS CHRISTIAN UNIVERSITY, *Schieffer School of Journalism*: May 2008

Bachelor of Science in Journalism, Emphasis in Advertising/Public Relations

COMMUNITY INVOLVEMENT

Red Cross DFW Feature Writer

AmeriCorps VISTA