

Rich D. Donovan

7400 Oak Park Village Drive, Apt. 9,
St. Louis Park, MN 55426
763.567.1407 Cell

rich.d.donovan@gmail.com
<https://www.linkedin.com/in/RichardDDonovan>

Solutions driven professional with a track record of success seeking a position that I am passionate about that will utilize my strong work ethic, communication skills, and my ability to put the team before myself.

Skills Include:

- Solutions Deployment
- Coding & Scripting
- Testing & Documentation
- Debugging & Troubleshooting
- Project Management
- Training
- Content Development
- Drafting & Creating Marketing Materials

Technology Summary:

Programming: JavaScript, HTML, CSS, Bootstrap, AJAX, Firebase, node.js
Software: MS Office Suite (Word, Excel, PowerPoint, Outlook)
Systems: Windows, Macintosh OS X

Employment Experience:

- Profit Builder Network, Minneapolis, MN 2016-Present
- Consultant Support and Marketing.
 - Engaged with a number of PBN clients to consult on various business practices.
 - Responsible for website maintenance and troubleshooting.
 - Proposed and implemented new site content architecture and navigation scheme for several website redesigns (both internally and for client use).
 - Work with clients on numerous projects – creating blog content, creating social media content, developing and documenting standard operating procedures, creating and executing a training program.
 - Developed and written over a dozen blogs.
 - Regularly attend advisory board meetings for a number of client's companies.
 - Set up and work event booths to promote PBN's offerings to potential clients.
 - Training clients through presentations on how to utilize Tracking Action, a proprietary website.
- Energy Resources Marketing, Shoreview, MN 2015-2016
- Business promotions and development Intern.
 - Collected surveys from Xcel Energy members.
 - Educated the public on services offered by Xcel Energy.
 - Attended numerous community events and promoted Xcel Energy by distributing information while working in their event booths.
 - Contributed to office work
- Vector Marketing, Cutco Cutlery, Maple Grove, MN 2012-2013
- Received "President's Achievement Award" for high sales.
 - Promoted to Service Representative and Recruiter within first 3 months.

Education:

University of St. Thomas, St. Paul, Minnesota Graduation: May 2016
Bachelor of Arts, Major: **Business and Marketing**
Dean's List Fall 2015
University of Minnesota, College of Continuing Education Graduation: March 2019
Certificate of Completion: **Computer Programming**