

# Rich D. Donovan

7400 Oak Park Village Drive, Apt. 9,  
St. Louis Park, MN 55426  
Email - [rich.d.donovan@gmail.com](mailto:rich.d.donovan@gmail.com)  
Cell - 763.567.1407

 <https://www.linkedin.com/in/RichardDDonovan>  
 <https://github.com/RichieD62>  
<https://richied62.github.io/Bootstrap-Portfolio>

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, ReactJS, Bootstrap, Node.js, Express.js, MySQL, MongoDB, Handlebars.js, HTML, CSS  
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

## 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**