**Ryan Holman**

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**Work Experience**

**May 2011-current TouchStone Technology Portland, OR**

***Account Manager***

Sales and business development for an information technology support firm specializing in keeping clients’ mission critical systems running. Licensed enterprise software and procured appropriate hardware for clients. Met with decision makers and coordinated with in-house engineers in developing project strategies. Relaunched company brand and website.

Key Results:

* Rekindled dormant client relationships while building up my own sales pipeline
* Rebranded entire company and website while creating new and original marketing materials
* New product project management involving ‘premium’ QR codes for a successful marketing firm
* Developed new sales strategies and best practices, training current employees in planning and execution

**September 2010-April 2011 Luthier Society, LLC Beverly Hills, CA**

***Publicist***

Execution of custom digital marketing campaigns for various film, music, and consumer brands. Created campaigns and implemented contests utilizing traditional websites as well as social networks such as Facebook, Twitter, and Foursquare.

Key Results:

* Planned and wrote press releases and ad copy; researched target audiences and site user rankings
* Relocated offices; coordinated furniture moves, set up all utilities, and liaised with building management
* Obtained placement for clients on news and entertainment websites and print editions
* Set up interviews and public appearances for clients; attended product launches and entertainment premieres

**August 2008-September 2010 Game Show Network Santa Monica, CA**

***Administrative Coordinator***

Organization and execution of internal and external office functions, purchase of equipment and office supplies for multiple locations, liaise for IT setups and maintenance of management systems and specifications for organization of files, permits, general emergency procedures. Hosted talent and assisted with casting calls along with running booths at industry trade shows.

Key Results:

* Identified waste and reduced office supply costs by 30%; rebuilt vendor network to improve bottom line
* Created media assets and developed original game show content ideas for Outright Media
* Screened and distributed calls to over 350 employees across 6 domestic locations
* Coordinated and executed office and network operations relocations in both Los Angeles and New York

**Education**

**June 2006 Loyola Marymount University Los Angeles, CA**

***Bachelor of Arts in History***

* Additional focus in Business Administration

**December 2003 American University in Dubai** **United Arab Emirates**

***Middle East Studies***

**Competencies**

* Microsoft Windows, Office (Word, Excel, Access, PowerPoint), Apple, Novell, GroupWise, LANDesk
* Goldmine, Constant Contact, SugarCRM, Siebel, Axapta, Numara Track-It, SAP, Siemens AC-Win soft phone
* Fax, fax servers, IP PBX, HID Access Control, ReadykeyPRO Alarm Monitoring, AXIS Camera Station Client
* WordPress, domain registration, Gimp, VistaPrint, WebEx, Dameware, TLS Library, Google Apps, Blackberry