RYAN P. MALONEY

rypmaloney@gmail.com ♦ Boston, MA ♦ (508) 641-6024

Highly motivated communications and publishing professional with interests in technical communication and front-end web design.

PROFESSIONAL EXPERIENCE

PUBLICATIONS COORDINATOR, **Harvard University**   October 2019 - Present
- Assists editor-in-chief, and coordinates production process of all Center publications
- Copy-edits for grammar and punctuation in both LaTeX and text
- Produces digital and print content for a variety of stakeholders, including donors, faculty, and staff
- Coordinates web presence on multiple sites, producing general content and design
- Films, produces, and edits promotional interviews with visitors, postdocs, and faculty
- Serves as point person and first point of contact for support with AV and network

EDITORIAL ASSISTANT, **Harvard University**   November 2017 - October 2019
- Assists editor-in-chief, and coordinates production process of all Center publications
- Responsible for Center web presence on a variety of platforms

ACADEMIC TUTOR, **APT Tutoring & Test Prep**   April 2017 - Present
- Tutored students from middle school through high school in English and History
- Specialize in essay writing for form, content, and accuracy

SUPPORT STAFF MEMBER, UMass Scholarly Communications   May 2016 - August 2016
- Worked on grant proposal process and implementation of the Outernet Project, providing open access educational materials to internet poor communities
- Oversaw the migration of UMass Center for International Education to the repository
- Assisted faculty in fair use and open access publication

STUDENT ASSISTANT, UMass Office of Scholarly Communications   April 2015 - May 2016
- Assisted in the management of an institutional repository

ATHLETIC TUTOR   February 2015 – July 2015
- University student athletes in formal writing

EDUCATION

UNIVERSITY OF MASSACHUSETTS AMHERST, Commonwealth Honors College Amherst, MA   June 2016
Bachelor of Arts in English Literature, Cum Laude
- Completed Honors Thesis in postmodern literature and the academic fiction of John Barth
- Participated in a six week intensive summer session at Trinity College, Oxford.
- Winner of 2014 Ernest Hofer Prize for Best Paper In English Literature

NEW YORK UNIVERSITY, New York, NY   September 2012 - April 2013

SKILLS AND INTERESTS

Tools & Technologies: HTML5, CSS3, JQuery, LaTeX,Markup, Bootstrap, Wordpress, Microsoft Office Suite, Adobe InDesign, Adobe Photoshop, Adobe Premiere, Silverstripe, Twitter, Facebook, and Instagram.

Skills: Copy Editing, Content Management, Peer Review Management.

Proven ability to quickly learn new software and design skills.