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# RYAN P. MALONEY

*Highly adaptable communications professional with skills in technical communication and front-end web design. Proven ability to quickly master new software and skills.*

## Professional Experience

### Publications Coordinator

Center of Mathematical Sciences and Applications, Harvard University

- Produces digital and print content for a variety of audiences, including donors, faculty, and staff: newsletters, reports, brochures, guides and more.
- Assists editor-in-chief, and coordinates production process of all Center publications. Edits for grammar, punctuation and style, in both LaTeX and text.
- 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

Center of Mathematical Sciences and Applications, Harvard University

- Assisted editor-in-chief, and coordinated production process of all Center publications
- Managed Center web presence on a variety of platforms.
- Served as interim Editorial Assistant for Communications in Mathematical Physics

### Academic Tutor

APT Tutoring & Test Prep

- Tutored students from middle school through high school in English and History.
- Specialized in essay writing for form, content, and accuracy.

### Support Staff Member

Office of Scholarly Communications, UMass Amherst

- 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.
- Managed institutional repository.
- Assisted faculty in fair use and open access publication.

## Education

### University of Massachusetts, Commonwealth Honors College

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.

## Tools & Technology

HTML5

CSS3

JQuery

LaTeX

Markup

Bootstrap

Wordpress

Microsoft Office Suite

Adobe InDesign

Adobe Photoshop

Adobe Premiere

Silverstripe

Twitter

Facebook

Present  
Oct. 2019

Oct. 2019  
Nov. 2017

Nov. 2017  
April 2017

Aug. 2016  
April 2015

## Skills

Copy Editing

Writing

Web Design

Poster Design

Content Management

Peer Review

Video Editing

Social Media

Graduated  
May 2016