

Ryan Cole (b. 1978)

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EDUCATION:

The University of Pennsylvania. GPA 3.34/4.00 1996-2000

- ◆ Bachelor of Arts, English.
- ◆ Member of PennCORP, a one week community service program.
- ◆ Member of theater groups Quadramics and Arts House.

King's College, London. GPA 3.32/4.00 1998-1999

- ◆ Participated in year-long abroad program studying English exclusively.

The Park School of Baltimore 1989-1996

- ◆ Member of Varsity Baseball Team.
- ◆ Starred in and co-produced a forty-minute movie for a class entitled "World Wars."

WRITING EXPERIENCE:

- ◆ Copywrite both editorial and marketing material for health and financial newsletters, including but not limited to *The Oxford Club*, *Investment U*, *Xcelerated Profits*, and *Money Map*, 2007-Present.
- ◆ Write travel guides for vcarious.com, since 2005.
- ◆ Wrote copy and ghostwrote for a dating and seduction service, 2005-2006.
- ◆ A recent travel piece appeared at gonomad.com, September 2005.
- ◆ Wrote numerous articles for evote.com, 2003-2005.
- ◆ Wrote articles for Soyouwanna.com, Inc. from 1999-2001.
- ◆ Wrote part of a novel for a year-long independent study at The University of Pennsylvania.
- ◆ Wrote articles for Soyouwanna.com, Inc.
- ◆ Co-wrote, co-directed, and co-starred in The Human Zoo for Arts House at The University of Pennsylvania.
- ◆ Co-wrote and directed the show Mileage for Arts House at The University of Pennsylvania.
- ◆ Editor of Postscript, The Park School's newspaper.
- ◆ Wrote copy while at Meltzer Advertising, Ltd., 1996.
- ◆ Wrote forty page thesis paper on NASA while at The Park School.
- ◆ Wrote thirty-two page thesis paper on the Astor Place Riot of 1849 while at The Park School.

WORK EXPERIENCE:

The Oxford Club, a division of Agora Baltimore, MD May 2007-January 2009

Financial Copywriter

- ◆ Produce promotional and direct mail copy for a variety of newsletters and services, including back-end and front-end packages.
- ◆ Research and write 2,500-10,000 word reports on various financial topics.
- ◆ Train and help incoming and freelance copywriters.

Kyoto Joshi Girl's Junior High and High School Kyoto, Japan April 2003-March 2005

English Teacher.

- ◆ Teach 12-15 year old school girls, in classes of up to 44 children, English in a classroom setting.
- ◆ Responsible for curricula, creating tests, and grading students.

R Foreign Language Institute Saitama, Japan April 2002-March 2003

Assistant English Teacher. Conversation Teacher.

- ◆ Assist Japanese English teachers at 3 area junior high schools.
- ◆ Teach English at 6 area elementary schools (up to 80 children at a time).
- ◆ Design classes for both junior high and elementary school curricula.
- ◆ Teach English conversation classes 2-3 nights a week.

Aeon Corporation Fukushima, Japan May 2001-March 2002

English Teacher.

- ◆ Instruct students 16 years old and older in English conversation from the Aeon textbooks.
- ◆ Class sizes varied from private lessons to groups of five or six.

- ◆ Class English level varied from barely conversant to virtually fluent.

Vail Associates Vail, CO December 2000-April 2001

Snowmobile guide.

- ◆ Teach patrons how to use a snowmobile.
- ◆ Guide patrons along a course running from the midpoint of Vail Mountain to its summit.
- ◆ Prevent accidents and provide immediate assistance to anyone in need.

NBC News/msnbc.com Philadelphia, PA July-August 2000

Runner, Republican National Convention.

- ◆ Assisted msnbc.com producers in various capacities.
- ◆ Delegated tasks to other runners.
- ◆ Organized transportation of msnbc.com guests.

University of Pennsylvania Biomedical Library Philadelphia, PA February-June 2000

Stacker

- ◆ Clean copy area.
- ◆ Reshelf books.

University of Pennsylvania Graduate School of Fine Arts Philadelphia, PA May-August 1998

Office Assistant.

- ◆ Performed secretarial work with Microsoft Word and Microsoft Excel.
- ◆ Handled small maintenance tasks and assisted with larger maintenance projects.

Eat at Joe's Philadelphia, PA June-August 1998

Waiter.

- ◆ Responsible for customer service of four tables at any one time.
- ◆ Often supervised the completion of other waiters' closing duties.

Caves Valley Golf Club Owings Mills, MD June-August 1997

Porter.

- ◆ Transported luggage to and from guest cottages.
- ◆ Drove Caves Valley Golf Club Shuttle.
- ◆ Assisted kitchen staff with their duties.
- ◆ Performed odd jobs and maintenance around the grounds.

Meltzer Advertising, Ltd. Baltimore, MD June-August 1996

Catalog Design Assistant.

- ◆ Wrote copy for various ads, and a catalog.
- ◆ Organized shooting of models.
- ◆ Handled model payroll.

Ramsway Ltd. Davidsonville, MD March-May 1996

Intern, Head Production Assistant.

- ◆ Helped to construct and paint set.
- ◆ Helped during the filming with camera, sound, and maintaining set during shoots.
- ◆ Hired other Production Assistants, and delegated responsibilities to them.

Camp Wigwam Harrison, ME Summer, 1994 and 1995

Counselor.

- ◆ Lived with and had direct supervision over campers aged 9-12.
- ◆ Instructed campers in the sports of baseball and football.
- ◆ Produced the camp newspaper, teaching campers journalism and basic editing skills.

SKILLS:

Proficient in **Japanese**; all styles of writing; **Microsoft Office, Adobe Illustrator, Adobe Photoshop, Dreamweaver**, both **Macintosh and Microsoft operating systems**; much experience as an **actor, teacher and public speaker**; **photography**, and the ability to **adapt** to new cultures and situations.

REFERENCES:

Writing: The Oxford Club, a division of Agora Publishing
Address: 105 W. Monument Street
Baltimore, MD 21201
Phone: +1.410.223.2647
Website: <http://www.oxfordclub.com>, <http://www.agora-inc.com>
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Writing: Heckenbach Enterprises
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Phone: +1.831.427.1767
Website: <http://www.vcarious.com>
Email: indra@vcarious.com
Supervisor: Indra Heckenbach (contact same as above)

Work: Kyoto Joshi Women's Junior and Senior High School
Address: 17 Banshi, Kitahiyoshi-cho, Imakumano
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Japan
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Email: kokusai@kyoto-wu.ac.jp
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Work: R Foreign Language Institute
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