

## Summary of Qualifications

- Excellent Written & Oral Communicator
- Published Writer
- High Academic Achiever
- Creative
- High Customer Service Standards
- Strong Team Player
- Experienced Salesman
- Empathetic

## Experience and Accomplishments

**Writer** – samples at <http://www.russwrites.com>

- **Magazine Writer** – Columnist and / or contributor to *Electrical Contractor*, *Security + Life Safety Systems*, *eWEEK*, *Association Meetings*, *Lodging Hospitality*, *Electronic Products*, *Women in Business*, *byFaith*, *Auctioneer* and *Scouter Magazine*. Ghostwritten works have appeared in *Defense Communities*, *Electric Light and Power*, *Erosion Control*, *Food Manufacturing*, *Lodging Hospitality*, *New Look*, *School Administrator*, *Shopping Center Business*, *Security Management*, *TechBriefs*, *Transmission & Distribution World* and *Urban Land* magazines.
- **Business Writer** – wrote / edited sales & marketing copy and articles, corporate brochures, business plans and Internet copy for multiple clients. See website for client list.
- **Book Writer / Editor** – Greenhaven Press; researched, edited, and wrote the book *Readings on Twelve Angry Men*, published 2002. Available at Amazon.com or area libraries.
- **Web Copy Writer** for the sportswear manufacturer Jones & Mitchell, generating copy for an Internet template to sell group-decorated sportswear to members of small, local affinity groups.
- **Grant Writer**, Heart of America Council, Boy Scouts of America (*pro bono*).
- **Playwright** for various faith-based ministry performing arts programs (*pro bono*); wrote twelve one-act scripts in the past five years.
- **Touring Manual Editor** for the Master's Production Company, a faith-based nationally touring theater company and ministry of Campus Crusade for Christ.

## Management, Sales and Fundraising

- **Sales Engineer** for Computer Cable Connection, a telecommunications cabling contractor. Prospected, prepared bids, closed sales, and project managed cabling installation contracts.
- **Internet Marketing Project Manager** for Jones & Mitchell, a medium-size sportswear manufacturer. Developed, marketed, implemented and managed an Internet template for the sale of group-decorated sportswear to members of small, local affinity groups.
- **Seminar Business Owner and Presenter** for Walk Thru the Bible Seminars. Sold, promoted, and presented faith-based seminars to Kansas City area churches.
- **Senior Account Executive** for *SCOUTER Magazine*, an independent Scout leaders' magazine. Sold national advertising to manufactures, outfitters and fundraising companies.
- **Meeting Planner's Express Sales Manager** for Doubletree Hotel. Sold and coordinated hotel accommodations and catering services for small corporate meetings.
- **Director of Development** for the Master's Production Company, a faith-based nationally touring theater company and ministry of Campus Crusade for Christ. Raised personal & company support from individuals, churches & businesses.

### Public Speaker / Educator / Trainer

- **Public and private school teacher** in the Shawnee Mission School District (5 years) and at Westminster Christian Academy (1 year). Taught middle school English and communications. Classroom characterized by both rigor and excitement of learning. Presented a PTA Honorary Life Membership by the local PTA with for meritorious and outstanding service on behalf of children and youth.
- **Seminar leader** of seminars (Walk Thru the Bible Ministry) to Kansas City area churches.
- **Chaplain & chapel speaker** at Heart of America Council (Kansas City area), Boy Scouts of America summer camps since 1993 (*pro bono*).
- **Actor & speaker** for the Master's Production Company, a faith-based nationally touring theater company and ministry of Campus Crusade for Christ. Presented in high school & college classrooms in nine states.

### Chronological Work History

- **Freelance Writer**, RussWrites, Olathe, KS, 2005 – present
- **Private School Teacher**, Westminster Christian Academy, Overland Park, KS, 2007
- **Sales Engineer**, Computer Cable Connection, Olathe, KS, 2000 – 2005
- **Seminar Leader**, Walk Thru the Bible Ministry, Atlanta, GA, 1999 – 2001
- **Internet Marketing Project Manager**, Jones & Mitchell Sportswear, Olathe, KS, 1999 – 2000
- **Contract Writer & Project Manager**, Varied Clients, 1999
- **Sr. Account Executive & Associate Editor**, *SCOUTER Magazine*, Kansas City, MO, 1998
- **Public School Teacher**, Shawnee Mission School District, KS, 1993 – 1998
- **Sales Manager / Guest Services Staff**, Doubletree Hotel, Overland Park, KS, 1989 – 1991
- **Field Staff Member**, Campus Crusade for Christ, International, San Diego, CA, 1985 – 1988

### Education

<b>Master of Liberal Arts</b> (GPA: 4.00)	Baker University, Overland Park, KS	1996
<b>Education Certification – English</b> (GPA: 4.00)	Avila College, Kansas City, MO	1993
<b>Bachelor of General Studies – English</b>	University of Kansas, Lawrence	1984