

RYAN G. MERRIAM

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SKILLS & ABILITIES | Office: Microsoft Word, Microsoft Excel, Microsoft Publisher
Design/layout: Adobe Photoshop, Adobe InDesign, Mac iOS
Social media: Facebook, Instagram, Twitter, LinkedIn, Tumblr, Wordpress
Organizational: MailChimp, Archtics

RELATED EXPERIENCE | **ADMINISTRATIVE ASSISTANT FIREMAN'S HALL MUSEUM IN PHILADELPHIA, PA**
MAY 2015 – PRESENT

Running successful social media campaigns – 100% more visibility to locals
Writing, editing and layout for monthly newsletter
Handling bank deposits for institution and large fundraisers
Recording minutes at staff meetings
Marketing – assisting with mailings and e-blasts

SENIOR TICKETING SERVICES AGENT WALNUT STREET THEATER IN PHILADELPHIA, PA
JANUARY 2013 – AUGUST 2015

Assist patrons with purchases and exchanges over the phone
Direct calls and sales
Greet and direct patrons at reception desk
Training new employees

COMMUNICATIONS INTERNSHIP THE HILL SCHOOL IN POTTSTOWN, PA
JANUARY 2011-2012

Compose and edit press releases
Photograph and document campus events
Design & layout of advertisements
Clerical duties such as filing, copying, faxing

ADVANCEMENT OFFICE ASSISTANT THE HILL SCHOOL IN POTTSTOWN, PA
MARCH 2006-2007

Assist with Alumni Weekend fundraiser events:
Process registrations, set up event space throughout the annual three day event, lead campus tours, and other duties as required

EDUCATION | **ITHACA COLLEGE, ITHACA, NEW YORK**
BACHELOR OF ARTS IN DRAMA + ENGLISH

THE HILL SCHOOL, POTTSTOWN, PA
HIGH SCHOOL DIPLOMA

OTHER EXPERIENCE | Freelance Art & Design: 2009-2015
Advertisements, illustrations, hand-painting
*Ask for portfolio

REFERENCES | KRISSEY DEGROOT, ASSOCIATE TICKETING SERVICES MANAGER – PHONE CHARGE
WALNUT STREET THEATRE

825 Walnut Street, Philadelphia, PA 19107
215.574.3550
pc@walnutstreettheatre.org

AMANDA TARGOFF, TICKETING SERVICES MANAGER
WALNUT STREET THEATRE

825 Walnut Street, Philadelphia, PA 19107
215.574.3550
subscriptions@walnutstreettheatre.org

CAROL SMITH, MUSEUM MANAGER
FIREMAN'S HALL MUSEUM

147 N 2nd St, Philadelphia, PA 19106
carol.smith@firemanshallmuseum.org