

SCOTT RUTH

OBJECTIVE

Apply my strengths of design, marketing and technology in a positive, performance-based web media firm that values vision, creativity and teamwork.

SUMMARY OF QUALIFICATIONS

- Experienced as an in-house and freelance designer/developer.
- Experienced in graphic design using Adobe Creative Suite applications.
- Experienced in writing XHTML and CSS markup for websites using Dreamweaver.
- Experienced in managing multiple design projects simultaneously and meeting deadlines.
- B.A. in Urban Ministry from the Moody Bible Institute, with a cumulative GPA of 3.45.

WORK EXPERIENCE

Associate Director, Donor Communications
Breakthrough Urban Ministries

12/07 – Present
Chicago, IL

- Manage independent contractors and vendors for design, copywriting and publishing.
- Provide in-house graphic design and web-development services whenever possible.
- Organize and develop the company's annual marketing calendar.
- Oversee development and maintenance of company website: www.breakthroughministries.com.
- Supervise the Development Coordinator in charge of donor relations and implementing the Benevon fundraising model.
- * Currently developing an innovative viral internet marketing concept that will be piloted this fall.

Administrative Coordinator
Breakthrough Urban Ministries

07/07 – 11/07
Chicago, IL

- Designed custom graphics for print appeals, event collateral and grant proposals.
- Edited and maintained company website as well as HTML formatted mass-emails using the CMS *Web Edition*, HTML, CSS, and FLASH.
- Set up and oversaw use of a web-based registration system for an 1800-person fundraising event.
- Set up and maintained computer hardware and software for staff use.

Volunteer Coordinator
Breakthrough Urban Ministries

03/05 – 06/07
Chicago, IL

- Oversaw the volunteer program, consisting of 800-1,000 volunteers annually, serving in a variety of programs for the homeless and underprivileged youth.

- Directly managed the volunteer food service program, including approximately 50 monthly volunteer teams.
- Assisted with fundraising and event planning.
- Set up and maintained web-based data management systems for volunteer records.

OTHER RELEVANT EXPERIENCE

Freelance Graphic Designer *Scottyman Media!*

10/06 – Present
Chicago, IL

- See portfolio at www.scottymanmedia.com.
- Provide freelance design and production services to a growing client base.

FORMAL EDUCATION

May 2007	Real Estate Salesperson Course	REALTORS Real Estate School	Chicago, IL
May 2005	Bachelor of Arts (Urban Ministry)	Moody Bible Institute	Chicago, IL
May 2001	High School Diploma	Westfield High School	Westfield, MA

SKILLS

- Graphic Design.
- Web Development.
- Information Architecture.
- Project Planning, Strategy and Management.
- Adobe design software, including Illustrator, Photoshop, InDesign and Acrobat.
- Adobe Dreamweaver and Flash.
- Microsoft Outlook, Excel, Word, PowerPoint, Visio and Publisher.
- Photodex Slideshow Software.
- *Trained on the PC platform (XP and Vista) but would welcome the opportunity to work on a Mac.*

REFERENCES

- Available upon request.