

RYAN M. PHILLIPS

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EXPERIENCE

APRIL 2022 – PRESENT

ADJUNCT 1 INSTRUCTOR, EVERGLADES UNIVERSITY

- Actively engage students in a classroom environment through a variety of discussions, activities, and assignments while following an established curriculum/syllabus.
- Create a positive educational climate for students to learn in while establishing and communicating clear objectives for all learning activities.
- Provide thorough, constructive, and timely feedback, utilizing rubrics to effectively assess learners' work, while also acknowledging learner accomplishments.
- Demonstrate relevant and current subject-matter expertise and help students, when possible, connect concepts across their academic program.
- Remain accessible and responsive to students via email, phone, and office hours.
- Grade tests and projects, maintain grade books, track attendance, and perform other administrative duties as needed.
- Identify and refer "at risk" students to the Dean of Academic Affairs.
- Attend faculty meetings and participate in monthly professional development activities.

FEBRUARY 2019 – MAY 2023,

COURSE DIRECTOR & INSTRUCTOR, FULL SAIL UNIVERSITY

- Developed, prepared, and evaluated instructional materials, syllabi, and course calendars in accordance with department, program, and university policies.
- Regularly reviewed and updated course outlines and syllabi and provided input on text selection when appropriate.
- Taught assigned classes in accordance with university policy and in the assigned modalities, including face-to-face, online synchronous (live streaming), online asynchronous, and hybrid (online and face-to-face).
- Provided and presented information, content, and context through lecture, laboratory, recitation, seminars and/or other learning venues utilizing a variety of teaching/learning styles as was appropriate to the course content.
- Employed a variety of assessment tools; evaluated grades and commented on student work in a timely fashion to facilitate and ensure student progress throughout the course.
- Communicated with students as appropriate, to include email, online discussions, virtual chats in FSO (the university's proprietary Learning Management System (LMS)), instant messaging, telephone, and/or face-to-face consultations to provide frequent feedback.
- Referred students to appropriate college and community services when needed.
- Maintained records of student progress, performance, and attendance; completed and returned required reports to the appropriate office by established due date.
- Collaborated with department chair, program director, other Creative Writing BFA faculty to review and maintain the integrity of the curriculum within the program.
- Attended faculty meetings and participated in professional development activities.

JANUARY 2015 – OCTOBER 2021

CREATIVE SERVICES MANAGER, ORLANDO UNION RESCUE MISSION

- Served as the organization's lead graphic designer, digital media lead, and brand ambassador. Responsible for creating advertisements, publications, signage, website, digital media, and other collateral material in support of marketing campaigns, client programs, and major donor communications.
- Designed and built OURM's current website (CMS: WordPress) within a four-month deadline and under the \$50k budget. Produced SEO copy to ensure maximum visibility and page views per visit and strategically planned and methodized content to boost conversion rates. Routinely performed updates.
- Served as the website lead. Keep content current by coordinating copywriting, editing, photography, and overall design.
- Realized the successful launch of web-based campaigns and promotions. Monitored, tracked, and reported analytics. Made recommendations for continued enhancements.
- Stewarded a high standard of quality, cohesive identity, and visual consistency in all promotional materials and publications, including six annual newsletters, brochures, invitations, major donor cards, media kits, and all other advertising and marketing materials.
- Wrote, edited, and distributed press releases and media advisories to promote Easter, Thanksgiving, and Christmas banquets, cold night bulletins, the annual gala, community clean-ups, grand openings, and other newsworthy events. Maintained working relationships and professional rapport with key local news and media contacts.
- Increased revenue and donor acquisitions. Generated more than 5 percent increase in total revenue; a nearly 6 percent increase in active donors; a 10 percent increase in appeal revenue, and a 219 percent increase in online campaign revenue in a single fiscal year.

SEPTEMBER 2018 – FEBRUARY 2019

SENIOR TEACHER, OPEN HEARTS LANGUAGE ACADEMY

In addition to teaching responsibilities:

- Trained and supervised a team of 10 ESL instructors.
- Oversaw new student testing, evaluation, and placement.
- Administered student exit exams and satisfaction surveys.
- Ensured that I-20 dependent students satisfied the attendance and academic requirements of their F-1 or F-2 visas.
- Planned and executed quarterly professional development training for a team of 21 ESL instructors.
- Updated and improved the existing curriculum by routinely reviewing and revising instructional resources including texts, videos, tests, and supplemental materials.
- Quickly and impartially resolved student and teacher grievances or, when necessary, escalated complaints to the Academic Director.

APRIL 2018 – SEPTEMBER 2018

ESL TEACHER, OPEN HEARTS LANGUAGE ACADEMY

- Developed and presented comprehensive lesson plans with a focus on teaching nonnative speakers English reading, writing, grammar, pronunciation, and conversational skills as well as TOEFL and IELTS preparation for college and university study.
- Implemented varied strategies and differentiated assessments to accommodate diverse needs of students transitioning from different backgrounds and cultures.
- Encouraged class participation by fostering a fun and active learning

environment that effectively maintained interest and provided an interactive atmosphere that enabled students to significantly hone learning skills.

MAY 2013 – PRESENT

PRESIDENT/OWNER, FREEDOM LINE CREATIVE SERVICES

- Strategically partner with clients, including literary agents/agencies and publishing houses, throughout the country to ghostwrite manuscripts, prepare book proposals, edit writing projects for self- and traditionally published authors, design custom book covers, build custom websites, and create online portfolios.
- Work closely with agented authors to write 20+ compelling book proposals based on publisher's manuscript submission guidelines and including key elements such as author bio and blurb, marketing plan, target audience, and sample chapters. Fourteen of those proposal resulted in publishing contracts for the author; of the 14 contracts, have ghostwritten eight of the manuscripts, all of which were published within 12 months of contract execution.
- Edit self-publish client manuscripts and formatted them for self- and e-publishing platforms such as Kindle Direct Publishing.
- Create and format compelling book cover designs using Photoshop, InDesign, Illustrator, and other design software.
- Design and build non-profit websites. Produce SEO copy to ensure maximum visibility and page views per visit and strategically plan and methodize content to boost conversion rates.
- Design and build professional online portfolios and virtual résumés, emphasizing unity, responsiveness, personal branding, social media, and other key elements, for local photographers, authors, artists, interior designers, and college students.

JANUARY 2001 – PRESENT

AUTHOR, DESTINY IMAGE MEDIA

Published novels include:

- *Saving Grace* (2001)
- *After the Fall* (2002)
- *Fall From Grace* (2004)
- *Ciao, Bella* (2007)
- *I'm In Love with A Church Girl* (2013)—Adapted into a major motion film
- *The Weight of It All* (2024)

EDUCATION

EXP. GRADUATION: FALL 2026

PH.D., TEXTS AND TECHNOLOGY, UNIVERSITY OF CENTRAL FLORIDA

JULY 2021

M.A., ENGLISH LITERATURE, SOUTHERN NEW HAMPSHIRE UNIVERSITY

4.0 GPA DEAN'S LIST

DECEMBER 2007

B.A., ENGLISH, ROOSEVELT UNIVERSITY

4.0 GPA ROOSEVELT SCHOLAR / AWARDED DEPARTMENTAL HONORS

SKILLS

Academic Writing
Adobe CC Expert
Adult Education
American Literature
Brand Development
Classroom Management
Copyediting
Copywriting
Content Management
Composition
Creative Strategy
Curriculum Development
Curriculum Planning
Database Management
Direct Mail

Fiction Writing
Ghostwriting
Grammar and Mechanics
Graphic Design—Print/Web
In-Person Instruction
Photo Composition
Photo Retouching
Print Layout
Novelizations
Online Instruction
Research
TESOL Certified
Typography
UX Design
Web Design—Multiple CMSs

Adaptable
Communicative
Compassionate
Conscientious
Creative
Interculturally Competent
Dedicated
Dependable
Detail Oriented
Patient
Resilient
Results Oriented
Socially/Emotionally Intelligent
Team Player
Trainable