

W. RYAN BURNS

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OBJECTIVE:

Seeking a position with a company or church that will allow me to fully utilize my communication, organizational, and analytic skills.

SUMMARY OF QUALIFICATIONS:

- 8 years of management experience
- Strong communication skills
- Extremely tech savvy
- Adaptable and quick learner
- Entrepreneurial mindset

SKILLS:

- System and Process Optimization
- Strategic Planning
- Public Relations
- Staff and Volunteer Development
- Web Development (HTML, CSS, PHP, CMS)
- Event Management
- Policy & Procedure Development
- Internet Marketing and SEO
- Project Management
- Proficient on Mac and Windows
- Writing

EMPLOYMENT AND QUALIFICATIONS:

Design Simple (www.designsimple.net)
Owner
July 2006 – Present

Responsible for starting and running a web development company

- Create business opportunities through following leads and communicating with potential clients
- Work with clients to develop and design custom websites
- Discover and foster working relationships with other developers in order to better serve my clients needs
- Conduct search engine optimization
- Site coding
- Bookkeeping

VitalKey
Director, Key Holder Services
July 2007 – December 2007
(Short-term contract)

Responsible for overseeing and optimizing the client services department

- Design and implement document management system to ensure the secure, accurate, and proper transmission of client medical records
- Learn, modify, and manage existing client tracking software to aid nurse and sales staff in better internal communication, as well as, client tracking and support
- Develop strategic program for training emergency first responders how to identify and utilize our products
- Create and launch viral marketing campaigns to promote brand awareness

Harvest Renewal Church
Campus Ministry Director for VCU
July 2004 – July 2007

Responsible for oversight of church's ministry to Virginia Commonwealth University

- Work with church and campus staff to develop comprehensive strategy for the campus ministry of Harvest Renewal
- Manage and expand campus ministry staff
- Develop and advise student leadership team
- Administrate and direct summer mission trip to Latvia
- Teach at weekly large group meeting on campus
- Design, create and produce all web and print materials for campus ministry
- Assist in teaching responsibilities during various church services and classes as needed
- Work with campus staff to develop and maintain yearly budget

Harvest Renewal Church
Office Manager
September 2003 – July 2005

Responsible for management of all office activities, as well as, serving as administrative assistant to senior and associate pastor.

- Restructure church accounting system
- Handle and process all financial and accounting transactions for the church (September 2003 – June 2004 / \$350,000 annual budget)
- Institute policy and procedure for office and church operations
- Co-write operations manual for accounting procedures
- Hire and train bookkeeper
- Develop and oversee implementation of volunteer system and structure for church transition to meeting in a high school
- Arrange international and national travel for pastoral staff
- Design and maintain church's website
- Work on projects as assigned

Harvest International Church
College Minister
July 2000 - July 2003

Responsible for oversight of church's ministry to Georgia Southern University

- Develop and impart strategic mission statement and core value statement
- Develop and oversee student leadership team; teach 12 week class for Church's school of leaders
- Direct, oversee, and speak at weekly Life Ministry meeting
- Design and distribute promotional material for Life Ministry
- Work directly with staff and lay-ministers of Harvest International Church to incorporate Life Ministry and its students into all church related activities

Southern States Communication Association (SSCA)
Public Relations Internship
January 2002 - April 2002

Served as assistant to Executive Director

- Assist as needed in running the 72nd SSCA annual convention.
- Ghost write for Executive Director
- Prepare and distribute press releases for Southern States Communication Association
- Redesign and update website

Life Ministry
Student Internship
January 1999 - July 2000

Served as administrative assistant to the college minister

- Communicate progress and activities with supporters through monthly newsletter and personal contact
- Develop and maintain the Life Ministry web site
- Design and maintain monthly newsletter for Life Ministry
- Assist in organization and facilitation of two-week mission trip to Argentina for twenty students, both state-side and while in Argentina

EDUCATION:

Reformed Theological Seminary, Orlando, FL
Master of Divinity
Anticipated Graduation date: Dec 2010

Georgia Southern University, Statesboro, GA
Bachelor of Science
Major: **Public Relations**
Graduation date: May 2002

REFERENCES:

Available upon request.