

EMILY E. RYAN

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I. EDUCATION

- 2015 M.A., Technical and Scientific Communication
Miami University, Oxford, OH
- 2007 B.A., Integrated Language Arts
Wright State University, Dayton, OH
- 2004 Undergraduate Studies
Sinclair Community College, Dayton, OH

II. PROFESSIONAL EXPERIENCE

Center Coordinator for Planning and Communications, Ohio's Evaluation & Assessment Center, Miami University, Oxford, OH, 2009-Present

As Center Coordinator, I assist the Center Director with business and financial planning, project management, and strategic growth planning and management; establish and enforce office policies and procedures, setting short and long-term goals and priorities, establishing schedules, and assigning tasks to increase productivity; identify funding opportunities and initiate opportunities for future work to extend the scope and nature of Center work; assist with state- and federal grant proposal development, providing preliminary research and background data, editing draft proposals, and ensuring submission of proposal information into funding agency systems; collaborates with education professionals, government agencies or stakeholders to facilitate the success of Center work; independently directs all aspects of Center public relations and marketing, including maintaining the Center's website, and creating, editing, and formatting, and publishing of Center materials; provide editorial assistance for Center academic papers/chapters, presentations, technical and evaluation reports, and grant proposal materials.

Program Associate, Ohio's Evaluation & Assessment and *Discovery* Centers, Miami University, Oxford, OH, 2007-2009

As a Program Associate, I learned and implemented non-profit organization goals/ideals; developed and disseminated public relations materials; collaborated to write and present communication and strategic planning materials; maintained and expanded Center website content; aided in writing, editing, and publication of Center annual reports; and, researched/used new technology for document compilation and bulk e-mailing.

Sales Associate, Health Foods Unlimited, Dayton, OH, 2002-2007

As a Sales Associate, I learned and implemented goals/ideals of small business ownership; aided in execution of key store opening/closing procedures; and served customers/clients as a sales clerk and cashier.

School-Age Teacher, Young Learner's World, Beavercreek, OH, 2001-2003

As a School-Aged Teacher, I created and controlled a safe, educational environment, while supervising Grades 3-5 students.

III. SAMPLE PUBLICATIONS & PRESENTATIONS

Ryan, E. E. (2015, November). *What goes in will come out: Using an open-systems business approach to maintain non-profit health*. Presentation at the meeting of 2015 Grant Professionals Conference, St. Louis, MO.

Ryan, E. E. (2015). *Reflections on using my MTSC program and internship experiences with online marketing/branding to build organizational sustainability for Ohio's E & A Center.* (Master's thesis). Retrieved from OhioLink. (Accession No. miami1431095257).

Ryan, E. E. (2013, Spring). Using multidisciplinary knowledge and multigenerational mentoring to learn grant writing. *The eNewsletter of the Grant Professionals Association.* Retrieved from <http://grantprofessionals.org/professional-development/e-news>

Woodruff, S. B., Li, Y., **Ryan, E.**, & Kao, H. (2011). *Evaluation of Collaborative Research: CPATH II Incorporating Communication Outcomes into the Computer Science Curriculum. Annual report 2010-2011.* Oxford, OH: Miami University, Ohio's Evaluation & Assessment Center for Mathematics and Science Education.

Woodruff, S. B., Li, Y., Morio K. L., Sutton, J., Kao, H. C., & **Ryan, E. E.** (2009, October). *Evaluating teacher professional development: Challenges and opportunities.* Presentation at 108th Annual Convention of School Science and Mathematics Association, Reno, NV.

IV. SCHOLARSHIPS, AWARDS, & TRAINING

NIH/NSF Responsible Conduct in Research Training, Miami University, Oxford, OH (Valid through 4/2016)

CITI - Collaborative Institutional Training Initiative, Miami University, Oxford, OH (Valid through 2/2017)

2015 Brand Ambassador Training, Miami University, Oxford, OH (Courses in Brochure and News Writing, Social Media Branding, HTML, and SEO)

2012 Grant Professional Foundation (GPF) Scholarship to attend 2012 Grant Professional Association (GPA) Conference, Indianapolis, IN

2012 Graduate Education Enrichment Fund (GEEF) Award, Miami University, Oxford, OH

2012 16 hrs - "Non-profit Organization Proposal Development Workshop," Grant Training Center, University of Cincinnati, Cincinnati, OH

2014 8 hrs - Mental Health First Aid (USA) Certificate - National Council for Community Behavioural Healthcare, the Maryland Dept. of Health and Mental Hygiene, and the Missouri Dept. of Mental Health, Miami University, Oxford, OH

Software Competencies: Microsoft Office (including Publisher), Adobe Acrobat Professional, Adobe Creative Suites (CS5), Dreamweaver, NVivo, Pivot.cos, Foundation Center Directory, and NSF Fastlane.

V. OPPORTUNITIES FOR PROFESSIONAL GROWTH

2015 Presentation at Grant Professionals Association Conference, St. Louis, MO

2015 Participation in American Evaluation Association Summer Institute, Atlanta, GA

2012 Attendance at Grant Professionals Association Conference, Indianapolis, IN

2009 Presentation at 108th Annual Convention of School Science and Mathematics Association, Reno, NV

VI. VOLUNTEER WORK & CONSULTANCY

Young Women's Christian Association (YWCA) of Hamilton, Ohio – Funding research and grant writing.

The Learning Tree Farm, Moraine, OH – Funding research; volunteer for special events.

Miami University's Suicide Prevention Team, Oxford, OH – Editing/marketing; volunteer for special events.

Whitehead Coaching & Counselling Services, Charlotte, NC – Editing, marketing, strategic planning.