

# Ryan Roe

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210-380-2066 | [RyanRoeMail@Gmail.com](mailto:RyanRoeMail@Gmail.com) | [RyanRoeOnline.com](http://RyanRoeOnline.com)  
Queens, NY | Relocating to Austin, TX area in summer 2021

I am a creative, detail-oriented, conscientious worker seeking opportunities that will allow me to put my ingenuity and eclectic experience to good use.

## Summary of Qualifications

### RECOGNIZED FOR

- Using the written word clearly and effectively to express a wide variety of concepts
- Listening to the needs of the client/audience and making them a reality
- Managing projects at all stages and seeing them through from conception to completion

## Creative & Writing Experience

### WRITER/EDITOR | TOUGHPIGS.COM | JANUARY 2007-PRESENT

- Co-own and operate website targeted at adult fans of the Muppets and Jim Henson
- Create and edit written and video content for website, including reviews, commentary, interviews, and news
- Regularly update Facebook and Twitter with links of interest to Tough Pigs readers
- Co-host live fan events and comic con panels
- Serve as a Muppet & Henson expert for various media outlets including *The Wall Street Journal*, BBC America, and BBC World Service
- Produce, co-host, and edit a weekly podcast

### FREELANCE WRITER | COMIC BOOK RESOURCES | DECEMBER 2019-PRESENT

- Write feature articles for website aimed at fans of comic books and genre entertainment

### WRITER/PUPPETEER | PENNYDOG PUPPET PRODUCTIONS | SPRING 2013

- Co-wrote and performed in *Cheater, Cheater, Pumpkin Eater*, a humorous and heartwarming musical puppet production about academic integrity, honesty, and friendship
- *Cheater, Cheater, Pumpkin Eater* was one of three selections chosen to be performed off-Broadway in the 2013 New York Children's Theater Festival

## Social Media Experience

### SOCIAL MEDIA MANAGER | LOLLY LARPOPOP | JUNE 2017-PRESENT

- Work with puppeteer Leslie Carrara-Rudolph (*Sesame Street's* "Abby Cadabby" performer) on engaging with her fans and maintaining an online presence for herself and her original characters
- Coordinate, write, and publish social media posts
- Edit and publish podcast episodes and YouTube videos
- Conceptualized the "Fun with Leslie & Lolly" email newsletter; create, edit, and send newsletter to hundreds of followers

## Administrative Experience

### ADMINISTRATIVE ASSISTANT | CONCERNING LEARNING | JULY 2019-PRESENT

- Maintain timesheets and process payroll for contractors
- Compose correspondence to contractors and clients
- Maintain company records on online portal
- Assist with website design and content

### ADMINISTRATIVE COORDINATOR | MINERVA AUDIO VISUAL | JUNE 2008-JULY 2019

- Served as communication conduit between clients and company
- Created quotes, proposals, and invoices
- Developed and maintained project tracking procedures
- Coordinated and scheduled service calls, live events, and equipment rentals
- Created, maintained, and distributed company policy and logistical documents
- Trained new employees in office procedures as needed

### VARIOUS POSITIONS | FORREST SOLUTIONS | JULY 2020-PRESENT; 2006-2008

- Serve in various positions for New York City companies including Prime Clerk, Re:Sources, Martha Stewart Living Omnimedia, ALM Media, and Columbia Artists Management
- Responsibilities have included administrative support, data entry, financial controls support, and quality control

## Education

### BACHELOR OF ARTS | TEXAS A&M UNIVERSITY-CORPUS CHRISTI

- **Major:** Communication

## Skills & Abilities

- **Software:** Microsoft Office, Google Suite, Slack, Asana, Trello
- **Media:** Video editing, audio editing, photo editing