



Tom Boyer

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Objective

To obtain a position with better opportunities for advancement, leadership, and planning, and which has a component of service.

Professional Skills

Writing, organization, data operations, public relations, page layout, project leadership

Professional Experience

2005-Present: Pro Fed Credit Union - Marketing Assistant

Designing and maintaining credit union marketing materials.

- Assist the Marketing Director in planning for product promotions to membership
- Responsible for copy writing, newsletter editing, page layout, news releases, web content writing, and public relations
- Responsible for statistics from core data processing system and building business reports
- Responsible for the credit union's annual business report, and providing support for major events
- Coordinated the release of the new credit union web site in 2008
- Prepared presentations for member groups and the Board of Directors about the launch of the new web site
- Chiefly responsible for all web content and updates

2007-Present: Freelance Writer

Research, interviewing, reporting, and editing for a daily newspaper.

- Covered local arts and wrote the weekly events listing for *News-Sentinel* features
- Assigned to Metro desk for help with school and business story projects
- Started in the fall of 2007 as an intern and signed freelance contract after internship

2000-2005: Pro Fed Credit Union – Automated Clearing House (ACH)

Coordinator and IT Support Staff

Customer support, project planning, technical support and problem solving.

- Traveled to the credit union's business clients to install and support software
- Operator for the credit union's data processing system

Software Experience

Microsoft Office

Macintosh and Windows

Adobe InDesign

Adobe PageMaker

Adobe Photoshop

Adobe Illustrator

Education

1998-2007: Indiana University-Purdue University, Fort Wayne

Bachelor of General Studies with a minor in Journalism.

- Semester Honors, spring 2007. Dean's List, 2006-2007 academic year
- Subjects studied included Communication, Film, History, Journalism, Philosophy, and Political Science

Portfolio

Online portfolio available at <http://www.tomboyer.net/>

Writing samples and personal references are available by request
