

# Ruth Amber Gristak

www.gristak.com | www.gristak.org | www.bryber.com

## **International Center for Autism Research and Education**

2009 – 2011

*Chief of Staff: Office Manager/ Executive Admin, Supported Founder and President*

- Reviewed, summarized and edited Executive Level contracts and business proposals
- Managed staff of 26-32
- Acted as point person for vendor relationships
- Manage various donors, professional memberships and subscriptions
- Traveled to Israel and Florida to oversee functions and acted as a brand-ambassador
- Developed 'New Media' Department with three websites and technology upgrades
- Recruited, hired and trained Grant Department staff - managed strategy implementation.
- Created new Funding Opportunities through Grant Department
- Developed and implemented all aspects of the organizations two quarterly magazines.
- Developed Press Department and assisted in generating out-of-the box press angles.
- Maintained scheduling and attended meetings to record minutes and oversee follow-up
- Researched, wrote and edited public statements for President
- Made company purchases, processed Expense Reports and maintained records.

## **Jewish Voice Newspaper**

2007 – 2009

*Supervising Editor/Assistant to Publisher*

- Managed staff of approximately 15-18
- Responsible for developing, assigning, editing and assessing legalities for all content.
- Redesigned layout and maximized profit with more efficient ad placement.

## **Gilda's Club: Worldwide Office (Temp)**

2007

*Executive Administrator*

- Prepared presentations for executive-level meetings, and drafted follow-up responses
- Processed expense reports as well as maintain confidential records and reports
- Answer calls and responded to inquiries from employees, management and external sources
- Assisted with travel arrangements and accommodation for department staff and visitors

## **BRYBER, LLC**

2006 - 2007

*Owner*

- Provided quality media creation, developed and implemented Search Engine Optimization structures and consulting services for non-profit organizations, start-up companies and established organizations that were bringing their longstanding business online.
- Coordinated with manufacturers, retailers, photographers, event locations, trade mark organizations, various media outlets for print and online publishing projects.

## **Beckford Management**

2004 - 2006

*Executive Administrator/Assistant to CEO*

2002 - 2004

- Maintained heavy scheduling for CEO
- Developed and Maintained B2B relationships
- Liaise for all represented talent

## **Transammonia (Temp)**

2004

*Executive Administrator to CFO and Vice President*

- Performed general administrative tasks for daily operations including: photocopying, filing, faxing, scanning, binding presentations, running errands and more
- Prepared and distribute various memos or daily literature to employees
- Prepared expense reports
- Maintained corporate and personal scheduling
- Assist in other ad-hoc projects and coordinate group events such as staff birthday organization, and logistics for the relocation of World Headquarters

## **SKILLS**

- Advanced skills in MS Word, Power Point, Access, Wordpress, Search Engine Optimization, Excel, iMovie, Final Cut Pro, Social Networking, Website creation.

- Misc. skills: Photoshop, In Design, Spreadsheet (Microsoft Office), Internet research.
- Experience in creating: Brochures: *traditional and extended*; Fundraising Materials: *Packets, Pitches, Presentations*; Graphic Design: *Online and Print*; Magazine: *Development and Creation*; Newspaper: *Development and Creation*; Social Networking: *Strategic Planning and Implementation*; Video Creation (iMovie & Final Cut Pro) and Traditional Marketing Materials: *Press Releases*. Website Maintenance: HTML/ Joomla

## HONORS AND ACTIVITIES

- 2001: Student President of university's political sector
- 2001/02: Worked as Transit Coordinator for Mayor of Newark
- 2002: Worked for Columbus, Ohio Mayor
- 2005: Selected to be part of Amazon *Kindle - Launch Team*
- 2006-07: Work Featured Multiple Times on Amazon's Front Page
- 2007: Two time Best-selling author, Amazon Shorts
- 2006-Present: Top 10 Business Group on MySpace (35k+)
- 2011: Developed SEO Key Phrase strategy. First phrase placed above average of 3.6 million other results, within a few weeks of work

## Education:

**Real Estate Institute (REI)**  
Manhattan, New York  
2005- Broker Certification

**Ohio University, Athens**  
Associate in Arts

**Ohio University, Athens**  
BA of Business & Communication  
192 credit hours  
Dual Concentration Degree:  
Business and Communication

**Harvard University**  
Cambridge, Massachusetts  
2013 - Strategic Management