

Steven T. Richards

1411 Walnut St, Apt. 907
Philadelphia, PA 19102
cell: (267) 240-2052
email: s.richards3113@gmail.com
blog: <http://stevenrichards.net>

A hard-working writer, editor, radio host, and project manager ready to go the extra mile and bring a unique voice to any opportunity that presents itself. An executive with two years running a seven-figure business, as well as seven years writing and editing in the sports industry.

WEB EXPERIENCE:

ProjectLifeMastery.com, Vancouver, CA (I work remotely) November 2016-Present
Project Manager

- Oversee all projects and day-to-day operations of the business
- Manage 12 people in all aspects of the business, including SEO, social media, mobile, and blog publishing
- Make decisions that improve and impact a multimillion-dollar business on a daily basis

SportsNetworker.com, Columbus, OH (I worked remotely) October 2011-June 2016
COO/Editorial Producer/Referral Partner Manager/Membership Site Manager

- Manage guest post submissions by editing, optimizing and publishing articles using WordPress
- Craft and create emails to send to our list of 30,000 members. Create email images using Photoshop
- Craft and schedule all social promotions surrounding website

Evergreen Profits, San Diego, CA (I worked remotely) June 2016-November 2016
Project Manager

- Generate traffic and revenue for various clients through their online presence (website, social media channels)
- Manage a team of four (writer, illustrator, audio creator, video creator) for each client to streamline production
- Create, edit, and publish content on seven different media platforms once per week for each client

StevenRichards.net, Hatfield, PA April 2014-Present
CEO, Creator, Blogger

- Created website from the ground up in Wordpress
- Create ideas, manage, and edit all posts and pages

JOURNALISM EXPERIENCE:

The Reporter/PaPrepLive.com, Lansdale, PA April 2015-Present
Freelance Sports Reporter

- Cover local high school sports, including lacrosse, baseball and softball
- Write and edit articles (min. 500 words) within a tight deadline
- Create, write and edit features surrounding players and events

Next Level Radio, Bethlehem, PA June 2014-Present
Co-host

- Co-host of iTunes podcast The Showcast and lead host of Prime Time Fantasy Football
- Turn Prime Time Fantasy Football into a finished product in post-production
- Come up with new show segment ideas to keep listeners coming back

SKILLS

- | | | |
|--|--------------------------------|---|
| - Sugarsync, Dropbox, Google Drive | - WordPress | |
| - Microsoft Word, Excel, PowerPoint | - Pages, Numbers, Keynote | - |
| Facebook, Twitter, Instagram, Snapchat | - Adobe Photoshop, Dreamweaver | |
| - Asana, Slack | | |

EDUCATION:

The Pennsylvania State University, University Park, PA

Graduated May 2011

B.A. Journalism

Concentration: John Curley Center for Sports Journalism

Journalism GPA: 3.72

References: Available upon request