

Ryan Schwertfeger

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Ryan is an energetic, passionate and creative individual whose tireless work ethic, organization skills, and track record of civic achievement and involvement lead him to want to succeed for the benefit of all.

Work Experience

- **Public Information Officer & Office Supervisor – Borough of Roseland, NJ** **October 2019 – Present**
 - Writes press releases, creates fliers, updates Borough website and social media channels, manages local access television channel, writes and assembles a weekly e-newsletter sent to over 2,000 residents, broadcasts the monthly Borough Council meetings live on several platforms, assists in planning, organizing, and running large Borough events, responsible for day-to-day operations of support staff, manages internal staff relations, assists Borough Administrator in preparing the annual budget, among other tasks delegated to by the Mayor, Borough Council, and Borough Administrator.
- **Call Center Agent at Dial America Marketing** **March 2018 – September 2019**

Education

- **Waynesburg University – Waynesburg, PA, 3.51 GPA, Cum Laude** **Class of 2017**
Communications (Electronic Media) major, Political Science minor
 - Selected as one of seven Class of 2017 scholars to the Stover Center for Constitutional Studies and Moral Leadership
 - Involved in the campus newspaper, *The Yellow Jacket*, but was very active with the television station – having directed, organized, and host a live 3 ½ hour special on Election Day Night 2016, served as a panelist/host for the current events/political discussion show, *The Waynesburg Effect* from sophomore through senior years; the program won an Award of Distinction from the Communicator Awards, and serves as a weekly news and weather anchor on *Channel 14 News* from freshman through junior years.
 - Elected to the position of Student Senate President for the 2016-2017 academic year, Student Senate Secretary for the 2015-2016 academic year, and was a class senator for the 2013-2014 and 2014-2015 academic years.

Community Leadership, Involvement & Volunteerism

- **One of 100 People Nationwide Awarded the Small Town American Civic Volunteer Award** **March 2022**
- **Awarded “Hometown Hero” Award for Oakland Borough from Congressman Gottheimer** **December 2020**
- **Chairman of the Oakland Communications Commission** **June 2017-Present**
 - Approved by Mayor & Council in 2017 to serve on Borough Commission that manages Oakland’s public access television station, Borough newsletter, website, and social media accounts
 - Leads meetings, recruits new volunteers, meets often with Borough officials, plans and executes upgrades for the Commission and the various subcommittees under the Commission
 - Upgraded the Borough television channel’s appearance, revamped the Borough newsletter, created a Junior Commission member position, created a meeting and working space for volunteers, works with Assistant Administrator on town calendar
 - Has been unanimously chosen by the Commission to serve as its Chairman every year since January 2018
- **Project Leader & Advocate for Local Dog Park (www.dogpark4oaklandnj.org)** **March 2009- May 2021**
 - Started grassroots movement as an eighth grader and in later years, planned, organized, worked with local government, a local non-profit, area businesses, a fundraising committee and local organizations to raise approximately \$50,000 in cash and \$55,000 in pledged labor donations since 2017 to build a dog park in Oakland Borough, opening Mother’s Day weekend 2021.

Skills

- Experienced with **Microsoft Office Suite, Apple Pages, Constant Contact, CivicReady websites, and Hootsuite** with some experience with **Edmunds, CommunityPass** and programs within the **Adobe Creative Cloud Suite**.
- Familiar with both **PCs** and **Mac** and has a proven capacity to learn professional technologies quickly and use them effectively
- **Proven leader**, strong in **public speaking, organized, goal-oriented individual**, keen at **time management, persistent** and **dedicated** in **getting goals accomplished, collaborative problem solver**

