

# BRIAN K. NOE

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## Skills

- Writes clear and engaging copy
- WordPress, CSS, HTML, wide range of Mac and PC-based software
- Strong teamworker, strong written and interpersonal communication skills
- Early adopter and fast learner who thrives on change

## Experience

Writer, Web Developer and Consultant - Noebie Digital Media, Kankakee, IL 2006 to Present

- Develop websites on WordPress platform for businesses, individuals and community organizations
- Develop and implement content strategy including keyword research and SEO
- Develop and coordinate Social Media strategy
- Provide troubleshooting and support for management of websites, domain names and hosting
- Produce the Evernote Podcast

Content Development Associate - Learnist, San Francisco, CA 2014 to 04/15

- Created premium content including step-by-step guides for absolute novices on wide range of topics
- Produced orientation materials for onboarding of new content contributors
- Provided training and one-on-one support to content contributors
- Maintained company blog highlighting new features, premium content and company news
- Reviewed, researched, proofed and revised content to keep it current, improve quality and raise reader engagement

Writer, Marketing Program Manager - BiteSize Networks, Hollywood, CA 2007 to 2014

- Wrote advertising copy, presentation decks and other marketing materials targeting both consumers and B2B
- Provided customer service to independent content producers, advertisers and end users
- Produced effective, high-quality audio and video programming from script writing to post-production
- Coordinated social media marketing programs, crafting daily content, interacting and analyzing impact
- Produced SEO tutorials for independent producer network and provided direct support to SEO efforts
- Managed seven topical blogs, writing informative, entertaining and attractive new content each day

Director of Workforce and Housing Programs - C.E.F.S., Effingham, IL 1988 to 2007

- Led and managed large regional workforce investment and housing programs with \$6 million annual budget
- Trained, advised and nurtured several dozen direct reports
- Interpreted complex regulations and explained them in simple language to Board Members and staff
- Taught staff development seminars as a certified trainer for Covey Leadership Center curriculum
- Created installation guides, user manuals and procedure handbooks as network and systems administrator

## Other Relevant Experience

- Provided one-on-one reference and computer lab support to patrons of municipal public library

## Education

- Bachelor of Arts in English and American Studies - Cum Laude Graduate - Millikin University, Decatur, IL
- Post-Graduate Study in Public Administration - University of Illinois at Springfield, IL