

# Nicholas Matysik

## CONTACT INFORMATION

### ADDRESS

516 Algoma Blvd, Apt #112  
Oshkosh, WI, 54901

### PHONE

920-251-2486

### EMAIL

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## SKILLS

Adaptability  
Collaboration  
Communication  
Critical Thinking  
Detail-Oriented  
Leadership  
Organization  
Patience  
Problem Solving  
Strong Work Ethic  
Time Management

## EDUCATION

### **UW-Oshkosh Oshkosh, WI**

Bachelor of Science in English  
2013 - 2015

### **UW-Fond du Lac Fond du Lac, WI**

Associate of Arts in General Studies  
2011 - 2013

**Fond du Lac High School  
Fond du Lac, WI**  
High School Diploma  
2008 - 2011

## PROFILE

Highly skilled and results-driven business professional with a multi-faceted background and significant work experience in the fields of academia, administration, and marketing.

## RELEVANT EXPERIENCE

### **DealerSocket/DealerFire • Oshkosh, WI**

Content Team Lead | July 2019 - Present  
Senior Content Specialist | January 2019 - July 2019  
Strategic Content Specialist | July 2018 - January 2019  
Content Specialist | September 2017 - July 2018

- Researched and Wrote Blogs, Landing Pages, and Press Releases
- Created and Edited Images for Content Pieces
- Implemented Expert Use of SEO for Online Content
- Submitted Content for OEM Compliance Approval
- Wrote Production Content/Website Copy for New Websites
- Navigated CMS, CRM, E-Commerce, and IDMS Software
- Certified in Microsoft Office and Google Analytics
- Managed Social Media and User Review Site Accounts
- Managed Meetings with Clients to Develop Marketing Strategies
- Managed Team of Content Writers

### **Avalon English • Suwon, South Korea**

English Teacher | May 2016 - June 2017

- Taught Conversational English to Students Ages 4 to 12
- Created Curriculum, Lesson Plans, and Activities
- Attended and Managed Parent/Teacher Conferences
- Assigned and Graded Homework Assignments

### **Big Brothers Big Sisters • Fond du Lac, WI**

Match Manual Lead | February 2013 - June 2013

- Researched and Applied for Grants (Funding and Positions)
- Created "Match Manual" Local Chapter Guide

## ADDITIONAL WORK EXPERIENCE

### **Cadre Oshkosh, WI**

Professional Freelancer/Various  
February 2013 - August 2017

### **Custom Faberkin Fond du Lac, WI**

Floor Assistant  
July 2012 - February 2016

### **Elks Lodge #57 Fond du Lac, WI**

Busser  
September 2011 - July 2014

### **Fond du Lac High School Fond du Lac, WI**

Student Custodian  
April 2011 - August 2011