

Nicholas Matysik

CONTACT INFORMATION

ADDRESS

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

PHONE

920-251-2486

EMAIL

nicholasmatsysik@gmail.com

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