

Scott Templeman
ScottTTempleman@gmail.com
www.scotttempleman.com

Key Skills:

- Skilled communicator with expert level customer service talent
- Superior computer and researching expertise
- Fast learner with creative problem-solving capacity
- Natural comfort and skill with Social Media & group coordination

Software Skills:

- Microsoft Office, GoogleDocs, and OpenOffice
- Adobe CS4 (Photoshop and Dreamweaver Focus for Web Design)
- Moveable Type, WordPress, iContact
- Active user of Facebook, Twitter, and LinkedIn

Education:

Pennsylvania State University, University Park, PA
BS Energy, Business & Finance 5/2006

Work Experience:

7/27/09-Present Gilbane Group Cambridge, MA
Marketing Coordinator

Duties:

- Responsible for the updating and maintenance of company websites using the Adobe CS4 Web Premium Design Suite. I also play a large role in digital marketing campaigns such as newsletters, e-mail campaigns, blogs, and social media. <http://www.gilbane.com>
- Accountable for the hardware and software upkeep for two Windows 7 desktops, a wireless-N network and a TalkSwitch IP Phone System.
- Speaker Coordinator for Gilbane Conferences (organized ~90 different people for Gilbane Boston), as well as responsible for social media promotion. Organized and executed a successful social media contest, strategically growing our online following exponentially. <http://www.gilbaneboston.com> <http://www.gilbanesf.com>

1/19/10-Present The Next Great Generation Boston, MA
Contributing Writer

- Voluntary contribution of writing pieces and commentary to a blog centered around conveying the points of view of Generation Y. Topics range across a broad spectrum of North American culture & daily life. <http://www.thenextgreatgeneration.com/tngg/>

3/19/07 – 6/25/09 Summit National Braintree, MA
Technical Recruiter (Mechanical Division)

Duties:

- Responsible for placing mechanical designers/engineers in nation-wide contract positions
- Extensive networking within a niche professional community
- Track marketplace activity to follow new trends while growing the client database

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Development & Accomplishments:

- Professional development of oral & written communication skills
- Training in sales techniques such as qualifying and negotiating with prospects
- Professional social skills such as networking, building, and maintaining relationships
- Superior customer service with a majority of customers leaving “Extremely satisfied”

Awards:

Eagle Scout 5/2000