

Eric Sheridan Wyatt

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EDUCATION

Ball State University, Muncie, IN - Bachelor of Science, Teacher's College, Magna Cum Laude, 1996

Queens University of Charlotte, Charlotte, NC - Master of Fine Arts, Creative Writing (Fiction), January 2012

EXPERIENCE

OWNER

WORDS MATTER CREATIVE WRITING; SARASOTA, FL - JUNE 2010 TO PRESENT

I help writers and other creatives get the clarity, support, and perspective they need to invigorate their artistic lives. Through classes, writing retreats, seminars, creativity coaching and workshops, I've helped energize, inspire, and inform the creative lives of hundreds of writers in person and online. Additionally, I have worked as a freelance writer, ghost writer, and copywriter. I currently offer freelance instructional, editorial, and publishing consulting services for writers of all levels.

COURTESY SHUTTLE OPERATOR

AMERICAN DREAMS RESTAURANT GROUP; SARASOTA, FL - SEPTEMBER 2015 TO APRIL 2020

I navigated the congested streets of downtown Sarasota, safely shuttling customers in a nine-passenger van to three restaurants (Duval's Fresh Local Seafood, Element Modern Mediterranean Grill, and PBNt) and transporting catering equipment, food, and staff to events. As the first face many customers saw, I provided hospitality and superior customer service, supported the operations and staff of the restaurants, performed purchasing and banking duties, and juggled an unpredictable schedule with utmost care for safety, courtesy, and efficiency. This position also required passive marketing and general maintenance oversight for the vehicle, as well as extensive knowledge of the local community.

TUTOR, EDUCATOR, SUBSTITUTE TEACHER:

VARIOUS COMPANIES; INDIANA AND FLORIDA - 2008 TO 2015

I worked for Oxford Learning (Carmel, IN) and All Things Through Learning (Tampa, FL) as a tutor, and served as a regular and long-term substitute teacher for Western School Corp (Kokomo, IN) and Manatee School for the Arts (Palmetto, FL). My experience as a teacher of children ranges from 1st through 12th grades. I also taught writing, literature, and creativity to adult learners through the continuing education program of the LifeLong Learning Academy at USF/Sarasota-Manatee, SCF-Lakewood Ranch, and Ringling College of Art and Design.

AGENT

AMERICAN GENERAL INSURANCE; KOKOMO, IN - JANUARY TO SEPTEMBER 2008

I provided sales and account services as a licensed life, health, and long-term care insurance agent, and a needs assessment consultant.

BUSINESS MANAGER

ST. JOAN OF ARC CHURCH; KOKOMO, IN - DECEMBER 2004 TO JANUARY 2008

As Business Manager, I directed all administrative, financial, and facilities activities for a 20+ acre, 100,000 square foot church campus that served as the spiritual home for 1,200 families in the Howard County area. This included management of the physical plant (custodial/housekeeping staff, landscaping and property development, building maintenance, repair, and remodeling, technological upgrades), the financial integrity (collections, donations, endowments, real estate and investments, compliance with diocese and legal guidelines, payroll and employment regulations), and usability of the facility (technology, scheduling, and general upkeep). In this role, I had direct supervisory duties for three staff and dozens of volunteers, and indirect supervision of six to ten additional staff members.

DEPUTY TRUSTEE AND MANAGER OF PUBLIC ASSISTANCE

CENTER TOWNSHIP TRUSTEE; MUNCIE, IN - JANUARY 1999 - DECEMBER 2004

As Chief Deputy Trustee, I supervised all public assistance and public relations activities within the township government offices. Additionally, I assisted with office management, human relations, union negotiations, contracts and budgets, state oversight reporting, internal and external audits, and functioned as a liaison with our public services (fire and EMS) employees. I spearheaded the effort to modernize and update the public assistance guidelines and shifted focus toward a more responsive and holistic approach to government services. I facilitated an overhaul of employee policies and updated job descriptions and labor practices to be in compliance with state and federal employment laws. I was tasked with recruiting, interviewing, and hiring of staff, oversight of employee training and development, employee reviews, staff promotion and discipline, and I participated in conflict resolution and remediation of grievances. Direct supervision of five staff; indirect supervision of twelve.

CAMPAIGN MANAGER

SENATE MAJORITY COMMITTEE; INDIANAPOLIS, IN - JULY 1998 THROUGH DECEMBER 1998

I served as the campaign manager for a State Senate campaign, directing all campaign activities to support the candidate. Responsibilities included public relations, donor relations, volunteer coordination and training, district canvassing, constituent polling, fundraising, direct mail and media advertising, branding and message communication, and all candidate and campaign scheduling and logistics.

ELEMENTARY SCHOOL TEACHER

LUBBOCK I.S.D.; LUBBOCK, TX - AUGUST 1996 - JUNE 1998

As a classroom teacher, I taught general studies subjects to 6th and 3rd grade students. I led professional development seminars focused on the implementation of educational technology. I was a member of the technology task force and reading proficiency committee.

SKILLS

As you can see from the experiences listed on the previous page, I have applied my adaptable skill set to a number of varied work environments where I consistently demonstrate the ability to analyze, organize, and energize the workplace. No matter the work environment, I become a trusted and reliable resource for coworkers, managers, and clients or customers.

My ability to synthesize information and communicate with clarity is a key characteristic of my professional skillset. I am equally comfortable being a leader, and in being led. My main priority in any work situation is the efficient and skillful execution of my duties, and the overall success of the organization. I am pleasant to work with, and I endeavor to contribute positively to the general work environment, and actively seek the satisfaction of customers or clients.

I have written copy for: radio & television advertising; corporate and non-profit websites, brochures, and reports; direct mail campaigns, fundraising, and business development; and, for both fiction and non-fiction publications. I am an experienced public speaker and can design, develop, and deliver educational and professional development workshops and seminars.

Furthermore, I am a writer of character-driven, richly detailed literary fiction. I am an instructor of basic and intermediary fiction and creative writing concepts, with the ability to help others recognize strengths in their own writing and identify areas for improvement.

My fiction has appeared in *Silk Road Review*, *Ruminate*, *Saw Palm*, and *New Plains Review*, among others. My non-fiction has been featured in several books, including *Letters to Me*. I was awarded a two-week writing residency by the Brush Creek Foundation for the Arts in Wyoming in 2012. My books include: *Five Stories*; *Oh, This Becoming*; *The Blues and The Oranges*; *And a Good Woman, Too*. *In Loco Parentis*, my first novel, will be released in 2020.

Professional References

The following individuals have worked with me in a professional capacity and are qualified to answer questions about my work ethic, abilities, and employment history:

- Melina Economos (Assistant Manager, Duval's Fresh Local Seafood) 941.374.7110
- Michele Patterson (HR Manager, American Dreams Restaurant Group) 760.207.8429 or mpattc70@gmail.com
- Rev. Fr. Dennis O'Keeffe (Pastor, St. Joan of Arc) 317.873.2885 or 317.450.7529
- Kevin Klee (Owner and Operator, Oxford Learning) 317.938.2151 or kbklee@gmail.com

Writing and Educational References

The following individuals can speak to my skills as a writer and instructor of creative writing:

- Naeem Murr - Writer, instructor of fiction: email - naeemmurr@yahoo.com
- Ashley Warlick - Writer, instructor of fiction, thesis advisor: email - ashley_warlick@yahoo.com
- Michael Kobre - Dana Professor of English, Program Director (Queens University, MFA), graduating seminar advisor: email kobrem@queens.edu or phone 704-337-2499
- Ann Cummins - Writer, instructor of fiction: email ann.cummins@nau.edu preferred, or office 928-523-7304