Ruth Swaine 775-336-8888

# Entrepreneurial Experience (Self Employed 18 years) Writer/ Artist

Writer: 4 Published Books, 8 Curricula, 3 Feature Film Specs, 1 Television Spec, 26 Technical Manuals

- **Screenplay** (9 years)
  - · In Development (1): The Signature, Para-Psychological Thriller Feature Film
  - Completed Specs (3): Supernatural Television Series, Suspense/Action, Sci Fi Fantasy Adaptation
  - Writing: Para-Psychological Sequels (2); Series Adaptation, Sci Fi Feature Film series,
- **Fiction** (15 years) *The KeyMaster* sci fi fantasy novel (pub 2012; 1<sup>st</sup> of 5 in series); Illustrated Gift Books (pub 2013-2017); Freelance Ghostwriter (2003-2006)
- **Self-Help** (13 years) **An Unseen Life** (pub 2007/2012), **Quantum Self** (pub 2013); Blog (2008-2015); Articles (18, pub 2005 2014); Freelance Ghostwriter (2004-2006)
- Technical (33 years) Education, Procedures, Policies, IT Systems; 26 Manuals, 8 Curricula

## Artist: Abstract; Graphic Design; Photography; Video Design; Website Development

- Personal (15 years) Series/Style Development; Art Shows/Displays; Illustration; Photography
- **Business** (20 years) Video Production, Graphic Design, Website Development; Artist Representative; Gallery Owner/Manager

### **Consultant:** <u>Executive Development; Mentor</u>

- Consult (6 years) Genetic/Medical Research for Disease Cure, Business Development
- Mentor (25 years) Executive Consultant, Personal Development, Suicide Prevention
- Curriculum/Systems Development (14 years) Business and Personal Systemic Wholeness, Core Confidence, 5 Training Programs developed/written (2 Corporate, 3 Personal), 3 training manuals

Corporate Experience (25 Years) Banking, Medical Manufacturing, Medical Distribution

#### **Highlights**

- Team/Division Management (22 years) Contract, Sales, Customer Service
  - o 100% success achieving and surpassing company goals/standards
  - o Mentored Teams/Individuals through core self-development
  - Wrote Technical and Policies/Procedures (26 Manuals)
  - Designed two IT systems for implementation

### **Employment**

- Henry Schein, Inc. (Fortune 50) Division Senior Manager, Training and Expansion
- CR Bard (Fortune 100) Contract Manager, Department Start-up, Procedures and Team Development,
   Division Consolidation, Company Representative (Industry Supply Chain Coalition, Steering Committee,
   Systems Program Design Team
- SmartPractice (Fortune 500) Division/Team Management, Product Launches, International Relations, Acquisition/Merger, Systems Program Design, Steering Committee
- Western Savings & Loan (State/Federal Charter, Family-Owned) Supervision/Management, Team Education/Development, IT Systems Liaison, Systems Training and Troubleshooting
- Swaine Publication and Arizona Statutory Agent Corporation (Family-Owned) Legal Newspaper, Production Team; Business Incorporation, Law Office Liaison and Document Preparation

# **Education**

Los Angeles Film School (2015) BS Entertainment Business
Film Other (2012-2014) Screenwriting Courses; Documentary Filmmaking
Computer Courses (2003-2004) Graphic Design, HTML
Extended Education Courses (15 years) Leadership, Business Management, Psychology, Human Behavior