

# Rick Arguello, MSc

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## Editor / Content Writer / Academic Research / Subject Matter Expert

Accomplished writer / editor with 15+ years of experience in writing fiction and academic articles, as well as web content. Seasoned command on grammar usage, mechanics, and English conventions. Have written documents on academic research, curriculum design, various management planning documents, as well as business / economics subject-matter-expert peer reviews. Ability to measure operational and financial performance, develop recurring reports, metrics and analytics, and monthly operating plans. Skillful at utilizing both subject-matter jargon and non-technical language to summarize complex data succinctly to communicate at all organizational levels. Member of the Academy of American Poets (<http://www.poets.org>), please see my author website [www.edmunddempsey.com](http://www.edmunddempsey.com). Expertise on website design and HTML, graphic design, and SEO techniques. Proficient in MS Office (e.g., MS Excel Pivot Tables), Adobe (Photoshop, InDesign, Dreamweaver, Premiere), Final Cut, Slack, Google Docs, Accounting Software (QuickBooks, Sage), and Statistical Software.

*Comments and Revisions | Chicago, APA, MLA, AP Style | Training | Basecamp | Academic Editing | Lesson Plans | Ebook Editing  
Curriculum Design | Subject Matter Editing | Video Editing | Web Content Writing | Business Economics Terminology | CRM | ERP  
Dissertation / Thesis Editing | Business Planning / Report Writing | Structural Editing | Bloom's Taxonomy | Standard Procedures Manuals |*

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## Professional Experience

**CENGAGE / LUMINA DATAMATICS, [www.cengage.com](http://www.cengage.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

***Book Development: Instructors' Manual and Decks for Texas Politics Textbooks* 5/2021 to Present**

Edit manuscripts of instructional supplements for three different Texas politics college textbooks. Process texts using the guidelines of the Chicago Manual of Style and American English standards. Handle multiple assignments at the same time, and always meet submission data requirements ahead of schedule. Perform mechanical and grammatical proofreading. Adhere to internal processes concerning document management and processing, as well as style sheets.

**OPENSTAX, [www.openstax.org](http://www.openstax.org) – Houston, TX**

***Book Development: Chapter Author of Business Software Applications Textbook* 3/2021 to Present**

Organize and arrange outline of topics of MS Office applications to write about. Develop manuscript based on functional command groups in the software everyday use. Plans and authors lesson walkthroughs on textbook, designing the steps. Provides the images and ideation of screen captures. Create end-of-chapter questions, assuring question-type-specific guidelines and consistency. Conceptualize terminology to be introduced into lessons, and define the terms. Ensure document standards are kept in the audience analysis, and write with appropriate verbiage.

**CENGAGE / LUMINA DATAMATICS, [www.cengage.com](http://www.cengage.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

***Book Development: Test Banks and Decks for Business Law Textbook* 3/2021 to 4/2021**

Academic copyediting for instructional materials, test banks and PPTs for a different business law textbook. Provided quality reviews for revision of sentence structure and readability. Carefully read content across a variety of business-law topics, to edit for mechanics/grammar. Adhered to brand voice and project specific formatting guidelines.

**CENGAGE / LUMINA DATAMATICS, [www.cengage.com](http://www.cengage.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

***Book Development: Editing Academic Book Production Details* 1/2021 to 1/2021**

Edit and content revision of textbook description documents sent through an issue management suite. Collaborate by editing and preparing text. Keep up the queue, complete varied-subject pipeline of tasks. Perform structural and/or line editing for the manuscripts. Utilize Associated Press style, or other guidelines to complete tasks. Apply American English grammar rules and conventions.

**CENGAGE / LUMINA DATAMATICS, [www.cengage.com](http://www.cengage.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

***Book Development: Instructors' Manual, Test Bank, and Decks for Business Law Textbook* 12/2020 to 3/2021**

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Proofread and edit instructional materials for a business law textbook. Ensure all text meet high standards of American English grammar rules and conventions. Prepare and edit manuscripts for publication, and do so according to internal manual of style and book publishing requirements. Ensure content meets voice and tone guidelines. Edit for readability and logical syntax structure, fixing convoluted constructions.

## **ACCDON, [www.accdon.com](http://www.accdon.com) – Waltham, MA**

### ***Academic Research Editor***

**9/2020 to Present**

Line editing for academic papers written by professors worldwide, carefully checking punctuation, grammar, and formatting. Check for manual of style's adherence (i.e., APA, CMOs, Turabian, MLA, or a specific journal manual). Review sentences for American or British grammar conventions and spelling. Utilize high-attention to detail to edit for accuracy and flow in readability. Revise subject matter to check for consistence in different parts of the paper, and cross-check methodology. Edit and format the front matter (i.e., abstract, keywords, etc.), cross-checking tables, citing formats, graphs, and reference/bibliography.

## **FREELANCE ECONOMIC / BUSINESS CONSULTING, [www.profarguello.com](http://www.profarguello.com) – Remote**

### ***Academic / Business Research Consulting***

**6/2005 to Present**

Write and ideate business documents such as: start-up and/or expansion business plans, public policy briefs, due diligence reports, canvas business planning, market research, securities/stock profiling, market segmentations, investor presentation booklets and decks, value chain analyses, organizational manuals, procedure manuals, strategic planning, nation profiles, financial performance versus cash-flows, PESTEL analyses, industry profile studies, process re-engineering, best practices, sales policies, performance metrics, grant proposals, corporate 10k reports financial analyses and recommendations, etc. Using business databases such as IBIS World, Mergent, BCC, EMIS, FitchConnect, Plunkett Research, MarketLine, and more.

## **ACADEMIC LANGUAGE EXPERTS, [www.aclang.com](http://www.aclang.com) – USA, UK, Israel**

### ***Academic Research Editor***

**2/2019 to Present**

Read academic papers and suggest peer editing changes. Provide inline editing to ensure natural flow of intended meaning. Edit documents to match the Chicago, Turabian, APA, or MLA guidelines. Comment and make notes on margins with suggested stylistic changes, subject-matter-specific recommendations, and explain rationale behind the grammar changes. Reshuffle timelines with different clients and assignments. Furnish structural development edits and manuscript rewriting suggestions. Cross check bibliography and references to publication journal name, title, dates, issue, authors, and edit the style to be uniformed.

## **UNIVERSITY OF TAMPA / APASS EDUCATION, [www.ut.edu](http://www.ut.edu), [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

### ***Academic editing Instructional Material on Graduate Big Data Analytics***

**6/2020 to 10/2020**

### ***Academic editing Instructional Material on Graduate Financial Analytics***

**4/2020 to 10/2020**

Edited all teaching instruments and material for graduate courses of Financial Analytics and Big Data Analytics. Proofread for mechanics, word usage, sentence construction, grammar conventions, and style. Revised for correct branding visuals, logos, fonts, etc. Checked verbatim transcription of video to text for inconsistencies and grammar for subtitles. Reviewed storyboards for correct use of internal manual of style and branding visuals. Compared the Articulate Storyline videos to the intended text. Used AP style for reference on performing the editing tasks.

## **CENGAGE/ LUMINA DATAMATICS, [www.cengage.com](http://www.cengage.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

### ***Book Development — Instructors' Manual, Test Bank, and Decks for Business Law Textbook***

**8/2020 to 8/2020**

Edited instructors' manuals for select chapters of a business law textbook, which included the law and cases. Specifically laws and cases concerning Administrative Agencies and Government Regulation. Revised for substance, structure, font, and format adherence throughout the document. Carefully reviewed (rewrote when necessary) convoluted constructions, syntax, consistency, and added punctuation. Edited and checked for accuracy in assessment examination questions. Improved examination stem's adherence to standard professional assessment conventions.

## **WILEY/ LUMINA DATAMATICS, [www.wiley.com](http://www.wiley.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

### ***Book Development — Structural Editing & Rewriting SME for Accounting CPA Textbook***

**5/2020 to 6/2020**

Rewrote passages of intermediate accounting theory and methods. Structurally edited existing textbook material to make text more accessible. Reviewed all end-of-chapter assessments, and suggested changes. Line edited for convoluted expressions, long sentences, deleting or shortening superfluous long discussions, proposing new subject-matter explanations and infographics, suggesting new features for textbook like data analytic programming language, recommending new flowcharts, etc. Revised grammar and style.

**WILEY / LUMINA DATAMATICS, [www.wiley.com](http://www.wiley.com), [luminadatamatics.com](http://luminadatamatics.com) – Plymouth, MA**

***Book Development — Developmental Editor/SME for International Business Textbook* 4/2020 to 8/2020**

***Book Development — Instructional Designer – Assessments, International Business Textbook* 1/2020 to 7/2020**

Updated the textbook exercises for second edition the book. Devised and ideated multiple-choice questions and multiple-select items with topics related to international business. Wrote specifically on globalization of manufacturing, political systems, currency trading, total factor of productivity, global trade theories and models, tariffs, intellectual property, free-trade agreements, sustainability topics, etc. Edited content to match internal examination-item style guide. Utilized Bloom's taxonomy of examination item difficulty design, all items either Application or Evaluation level. Used the AACSB's examination item difficulty standards.

**AMERICAN MANAGEMENT ASSOCIATION, [www.amanet.org](http://www.amanet.org) – New York, USA**

***Subject-Matter Expert Reviewer and Team Facilitator (Short-Term Contract)* 10/2019 to 10/2019**

Invited to perform goodness-of-fit analysis on assessment items on a short-term contract. Reviewed and edited items on finance, accounting, project management, customer relations, and human resources. Revised the item-assessment writing as part of a team, and was the team facilitator. Analyzed with the team, if redesign of item was necessary, and conducted the item's structural or subject-matter substantial changes.

**AMERICAN MANAGEMENT ASSOCIATION, [www.amanet.org](http://www.amanet.org) – New York, USA**

***Instructional Designer – Assessment Item Writer Various Business Topics* 4/2019 to 11/2019**

Developed and reviewed MCQ test items containing topics such as finance, accounting, project management, customer relations, and human resources. Designed performance-based assessment items in scenario cluster sets and simulations. Wrote the items formatting and style, while creating original questions. Generated assessment items that highlight current business trends and conventions. Collaborated with SMEs and Project Managers in the undertaking of constructive feedback.

**CHEGG / A PASS EDUCATION, [www.chegg.com](http://www.chegg.com), [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

***Instructional Designer – Assessment Item Writer Undergrad Accounting* 10/2018 to 3/2019**

Wrote examination stems to ensure effective subject-matter-accurate content. Penned stems to define the plausibility of distractors. Collaborated with Program Manager in the construction of accurate MCQs, Selected Response, and Constructed Response items. Wrote original assessment content to align with the client's objectives. Researched and proposed content to be included in assessments. Conveyed interpretations of test items when working together with corporate/government clients in reviewing client feedback.

- Achieved assignments in hours instead of days, accomplishing set results and deadlines under the deliverables schedule.

**GLYNLYON / A PASS EDUCATION, [www.glynlyon.com](http://www.glynlyon.com), [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

***Instructional Designer – Lesson Plan Writer Social Science Statistics* 9/2018 to 10/2018**

Designed original lesson plans concentrating on statistical descriptive and inferential methods. Promoted critical thinking in the generation of exercises, ensuring explanation of key concepts, and application of learned skills. Addressed curriculum in modeling abstract concepts using original bespoke graphs and tables. Provided higher-order-thinking questions, which drew on everyday social science situations or scenarios. Always wrote lessons aligning with the instructional style sheets. Penned instructions, tables, exercises for animations portraying learned material.

**GLYNLYON / A PASS EDUCATION, [www.glynlyon.com](http://www.glynlyon.com), [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

***Instructional Designer – Lesson Plan Writer Personal Finance* 8/2018 to 9/2018**

Produced lessons that stimulated thought processing, and followed logical progression of topic construction (e.g., mortgage, various insurance types, etc.). Executed lessons using varied instructional methods, and provided activities that built relationships between personal finance and average life. Formulated original interactive exercises for each thematic unit. Designed animation scripts for multi-media learning environments. Provided research direction while performing lesson plan development.

**FREELANCE EDUCATIONAL CONSULTING, [www.profarguello.com](http://www.profarguello.com) – Taipei, Taiwan and Remote**

***Instructional Designer / Executive Training* 11/2012 to Present**

Designed and prepared course material for C-level managers and other executives. Wrote course builds and curricula, and adapted innovative courses geared to employees that come from a Chinese-language background. Developed result-driven lesson plans, with different instructional instruments. Skills taught: how to negotiate contracts with B2B clients, use and write financial and accounting terminology, explain and apply sales cycles concepts/models, communicate and implement multi-dimensional sales strategies, identify and oversee Corporate Social Responsibility feasibility projects, etc. Conducted weekly workshops with executives to deliver tailored feedback and coaching.

**GRE – GMAT / A PASS EDUCATION, [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

***Instructional Designer – Assessment Item Writer Undergrad Microeconomics***

**3/2018 to 4/2018**

Created assessment items based on topics such as market failures, adverse selection, allocative inefficiency, rational choice, elasticity of supply, externalities and the supply curve, substitution effects, etc. Delivered test construction categorizing curriculum related problems. Revised and edited items in accordance with communicated feedback. Compiled and researched various textbooks associated to assessment items.

**TALENT INC, [www.talentinc.com](http://www.talentinc.com) – New York, NY**

***Professional Resume Writer***

**5/2017 to 1/2018**

Advised and consulted private and corporate clients in shaping their career and job seeking. Interpreted their work history and turned it into achieving better marketable results. Defined their particular skills, and selected the most sought after in the workplace. Redesigned their pitch in the standards of each discipline. Presented value propositions to capitalize new business opportunities.

**BRAINFUSE, [www.brainfuse.com](http://www.brainfuse.com) – New York, NY**

***Subject-Matter Expert Writing Consultant and Lecturer***

**4/2017 to 11/2017**

Read, proofread, and commented on style and mechanics, cohesion, development, and organization on academic essays. Revised and flagged any grammar and spelling errors. Provided structural, organizational help for development of papers, and academic-writing conventions. Reviewed papers asynchronously, processing a high-volume caseload of research articles and essays. Used Whiteboard with college students. Developed new customers and worked on retention to have long-term client relationships.

- Completed all assignments on time, never once handed in late tasks. Enjoyed working on weekends and holidays as well.

**ECONOMICS MICHIGAN EXAM BOARD / A PASS EDUCATION, [www.apasseducation.com](http://www.apasseducation.com) – Detroit, MI**

***Subject-Matter Expert Economics***

**4/2017 to 6/2017**

Performed item-asset reviews on hundreds of questions, compared suitability based on accurate economic theory, Bloom's taxonomy level, and assessment-writing principles. Evaluated the likelihood of distractors in the stem, processing and reporting all phases of the project schedule. Provided input in required changes on items that did not grasp commonly accepted economic assumptions, backing claims with several authoritative references. Communicated and collaborated with test writers, project managers every day.

**CACTUS GLOBAL, [www.cactusglobal.com](http://www.cactusglobal.com), [www.editage.com](http://www.editage.com) – Singapore**

***Academic Research Editor and Peer Reviewer***

**11/2016 to 3/2017**

Advised and proposed substantial content changes to professors / authors based on Economics, Business, and Statistics subject matter. Provided stylistic and grammar corrections for academic articles; priming papers for submission to leading academic journals. Utilized knowledge in language, mechanics, usage, and syntax, to improve transition and flow in academic papers. Assembled papers in a logical structure and uniformity, utilizing knowledge in academic formatting, subject-matter formatting conventions, terminology, all in order to enhance the document. Edited papers for academic an audience readership, minding the tone of expressions, words, and phrases. Carried out extra research on articles to supplement veracity and plenitude.

**SKANATEK, [www.skanatek.com](http://www.skanatek.com), [www.orbitaline.com](http://www.orbitaline.com) – Gothenburg, Sweden**

***Grant Applications Specialist, Market, Legal Researcher (6-month contract)***

**4/2016 to 12/2016**

Coordinated with project manager and staff, to manage a grant application database in a calendar. Conducted regular research for ongoing and future funding opportunities, assuring compliance with fund requirements and deadlines. Wrote grant proposals for Internet of Things, Satellite Guided Transport, Big Data, and Smart Cities, attaching all documentation required by the grantor. Performed financial analysis for submitted applications, forecasting net income, net profit, gross-profit, EBIT, ROI, and operating expenses. Produced legal and market research reports on specific markets (i.e., defining TAM, legal framework for liberalized public transport within one jurisdiction), always assuring data-collection methodology was accurate.

- Managed to successfully write an application and get actual contributions from three funds, these challenges/incubators were partly funded by EU Horizon 2020; always placing the Orbita Line project within the finalists in each contest.

**CRAWL HAMMOCKS, [www.crawlhammocks.com](http://www.crawlhammocks.com) – Miami, FL**

***Project Manager / General Manager***

**6/2015 to 4/2016**

Led vendor sourcing, logistics, purchasing, financial area, product design, and customer service. Formed a telesales business model, building B2B relationships. Oversaw development of 50-100 potential clients a day to establish B2B channels. Supervised the order fulfillment and shipping schedule. Authored various business and strategic plans. Negotiated contracts arrangements with different clients. Ran budget forecasting and monitoring, operations, quality control compliance, and SEO planning.

- Prepared annual-forecast sales metrics plan, using the Business Canvas Model, SWOT analysis, and pricing schedules.

## **PRIVATE EXPORTER – Taiwan and Hong Kong**

### ***Project Manager / Managing Director***

**9/2010 to 11/2013**

Managed day-to-day tasks developing business, pro-forma budget actuals, and cash-flow management. Built portfolio base from scratch from medium to small businesses, generating potential target-client companies. Designed structure and simplified business model. Supervised CRM, pipelines, finance, sale scheduling, and logistics. Assembled a webstore and eBay portal, oversaw SEO optimization. Wrote strategic plans to reach the distribution network from retail businesses. Prepared standard procedure manuals. Represented the company in trade shows.

## **FINCA INTERNATIONAL, [www.finca.org](http://www.finca.org)**

### ***Volunteer Village Banking Client Developer***

**12/2007 to 3/2008**

Promoted microfinance lending through village-banking contracts. Visited communities and explained the borrowing practice of village banking to a group of people interested in finding funds for their small-scale operations. Signed 20-25 women in each loan; about 98-99% of the clients were women because of the multiplying effect of their child's education and health. Allocated loans for agricultural production or small-scale retail. Interviewed each client separately to assess their daily income when they have sufficient working capital, and measured the viability of their loan capacity. Visited clients every week to check on their operations and gave them some consulting advice.

## **INTERNATIONAL CELLULAR SYSTEMS**

### ***Operations Manager***

**5/2005 to 8/2010**

Supervised P&L, AP/AR, and actuals vs forecasts. Wrote sales policies and scripts. Monitored more sales executives and sales routes, and point-of-sales (POS) wholesale client partners. Negotiated and worked with suppliers for discounts and delivery times. Measured operational and financial performance, wrote monthly operating plans. Started and kept talent lifecycle from recruitment to performance-metric management of salespersons. Directed metrics for external POS, logistics personnel, and company-store locations. Built capacity of external POS (micro and small-business partners) by helping them increase their income. Directed performance-evaluation of potential POS partners. Analyzed their organization and staff goals, and the cash-flow solvency of the different business partners' point-of-sales. Designed contracts-of-association with lawyers to develop business partners, in order to increase headquarters' sales. Became the POS' policy maker, organized seminars in participatory decision-making, and institutional planning. Helped POS locations during process re-engineering, and consulted leadership teams through organizational changes. Changed their organizational practices to match consumer purchasing behavior. Consulted and supported driven partners, providing counseling and guidance. Identified and reviewed relevant literature, and research-design methodology. Helped in the POS' concept development, their creation of mechanisms for planning, and the identification of relevant indicators for monitoring and evaluation.

- Wrote the curricula and lesson plans for training courses. Developed manuals, training materials, guides, manuals with forms, and best practices.
- Compacted own business structure by eliminating redundant positions lowering costs, thus increased productivity of back-office.
- Designed and executed revamping of internal standard procedures, identifying key processes to create new manuals.

## **INTERNATIONAL CELLULAR SYSTEMS**

### ***Purchasing and Logistics Manager***

**3/2003 to 4/2005**

Scheduled point-to-point journeys. Authored and kept expense reports from vendors and delivery costs. Monitored continuously by phoning or computer, controlling the inventory levels throughout the day to ensure product availability for sale. Purchased high-volume quantities of phones and their accessories.

- Designed changes in the supply-chain procedures, introducing new technology, reducing time of delivery to store locations and POS.

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## **Educational Background**

**Master of Science in Economics**, National Taiwan University, 2013 (#69 [QS Global Ranking](#))

**Bachelor of Science in Business Administration**, American University