

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. 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 | Copy 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 |*

Professional Experience

WILEY, www.wiley.com – New York, NY

***SME Structural Editing & Rewriting for Edition Update Accounting CPA Textbook* 5/2020 to Present**

Rewrite passages of intermediate accounting theory and methods. Structurally edit existing textbook material to make text more accessible. Review all end-of-chapter assessments, and suggest changes. Line edit 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. Revise grammar and style.

UNIVERSITY OF TAMPA / APASS EDUCATION, www.ut.edu, www.apasseducation.com – Detroit, MI

***Instructional Designer – Copyediting Instructional Material on Graduate Financial Analytics* 4/2020 to Present**

Copyedit all teaching instruments and material for graduate course of Financial Analytics. Proofread / copyedit for mechanics, word usage, sentence construction, grammar conventions, and style. Revise for correct branding visuals, logos, fonts, etc. Check verbatim transcription of video to text for inconsistencies and grammar. Review storyboards for correct use of internal manual of style and branding visuals. Use AP style for reference on performing the editing tasks.

WILEY / LUMINA DATAMATICS, www.wiley.com, luminadatamatics.com – Plymouth, MA

***Instructional Designer – Edition Update Developmental Editor/SME International Business* 4/2020 to Present**

***Instructional Designer – Edition Update of Assessments International Business Textbook* 1/2020 to Present**

Update the textbook exercises for second edition the book. Devise and ideate multiple-choice questions and multiple-select items with topics related to international business. Write 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. Copyedit content to match internal examination-item style guide. Utilize Bloom's taxonomy of examination item difficulty design, all items either Application or Evaluation level. Use the AACSB's examination item difficulty standards.

ACADEMIC LANGUAGE EXPERTS, 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

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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.

AMERICAN MANAGEMENT ASSOCIATION, 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 – 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. Copy 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, 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, 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, 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 – 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 – 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 – 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 – 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 – 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, 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, 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 r-search 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 – 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

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 than 50 sales executives and sales routes, and 300 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 250-300 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.

Educational Background

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

Bachelor of Science in Business Administration, American University