

Rick Spencer

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Relevant Experience

Martin School of Public Policy and Administration; University of Kentucky

Operations Manager; March 2020 to present

Continuity of operation for Kentucky's premier public policy school: travel, procurement and expense management, event planning and production, development, IT support, marketing, tenure and promotion, facilities, and more.

Produced first virtual Wendell H. Ford Lecture for audience of over 400.

Departmental immigration and student exchange services.

Managed office reorganization for 40 personnel during University's initial COVID response.

Martin School and Patterson School; University of Kentucky

Marketing and Communications Assistant; Aug. 2019 to Mar. 2020

Produced and managed marketing for digital and social media platforms for two graduate programs.

Development, configuration, content, and redesign for Drupal-based website.

Brand update and design of graduate and undergraduate print marketing.

Patterson School of Diplomacy and International Commerce; University of Kentucky

Student, Diplomacy and National Security; Aug. 2017 to Dec. 2018

Analysis, briefs, and presentations on nuclear weapons policy, counterproliferation finance, national security policy, Russian defense procurement, and defense budget analysis.

Studied analytical intelligence methods, terrorism, international commerce, transnational organizations, Russian foreign policy, peace mediation and more.

Media Specialist; Jan. 2017 to Oct. 2018

Sourced, produced, and distributed program news to digital platforms.

Lauded for design and production of 2018 Fall Conference program.

Modern and Classical Languages, Literatures and Cultures; University of Kentucky

Editorial and Research Assistant; Feb. 2015 to Dec. 2018

Copy-editing, layout, transliteration proofing, and production for a peer-reviewed journal.

Discovery, collation, and analysis of 500 US-based academic folklorists.

Developed workflow for collation and qualification of Russian open-source data.

RLS2 Services (freelance)

Tutoring students for master's level comprehensive exams; 2021-present.

English-language editing for glossary published by Russian Academy of Sciences; *2020*.
International crisis mediation simulation team leader, mentor, and facilitator; *2018-2020*.

Education

MA, Diplomacy and International Commerce, University of Kentucky. *2018*.
BA, Political Science (Magna Cum Laude), University of Kentucky. *2017*.
AAS CIS-N, Lexington Community College. *2002*.

Russian Language

Intermediate proficiency in Russian (ACTFL). *2017*.
National ACTFL award for promotion of Russian language studies. *2015*.
300+ hours immersive language, literature, and civics study in Tver, Russia. *2016*.
Ongoing self-directed practice at intermediate level.

User Experience Design

Humana, *2017*; Savi, *2014*; Maketime, *2014-2015*; Salesforce, *2011-2013*; Microsoft Small Business Unit & Robotics SDK, *2011*; POP, *2010-2011*; Seven Simple Machines, *2009-2010*; Daptiv, *2007-2009*; Myfamily.com, *2006-2007*; Classmates.com, *2005-2006*; Dwango *2005*.

Software and Tools

Three decades of experience with desktop, mobile and web platforms. MS Office 365 (incl. Teams, Sharepoint, Power Automate, Forms, etc.); Mailchimp; Zoom (incl. Webinar); Google Workspace; Adobe Creative Suite; Drupal; Wordpress; HTML; CSS; JavaScript; PHP; MySQL; and 20 years of experience with other web development tools.