

# Edward J. Maritz, Jr.

239 Hawthorne Drive • Oakdale, PA • 15071  
emaritzjr@gmail.com • 412.334.9959

Experienced professional seeking a full-time entry-level employment opportunity with a progressive company providing opportunities for advancement. My employment history exhibits a proven track record of achievement in business, education, sales and writing professions. My strong interpersonal skills and communication talents set me apart as an ideal candidate who easily earns trust and builds rapport with both clients and co-workers.

## EXPERTISE AND STRENGTHS

- ✓ Strong interpersonal communication skills
- ✓ Exemplary public speaking aptitude
- ✓ Proven results-oriented self-starter
- ✓ Eagerness to accept feedback to improve
- ✓ Expertise in dealing with difficult personalities
- ✓ Solid de-escalation & conflict resolution talents
- ✓ Excellent Business Etiquette acumen
- ✓ Proficiencies with Mac, PC, & Microsoft Word

## PROFESSIONAL EXPERIENCE

### **Persuasive Writing Services** **2015 - Present**

#### ***Lead Author / Principal***

Surpass customer expectations as the lead author and principal of a professional writing business specializing in persuasive writing across various disciplines. Execute freelance writing agreements with various clients to boost and strengthen their narrative needs in a wide array of genres and environments.

***Learn more about me and my company at:*** <https://www.persuasivewritingservices.com/>

### **Public School Teacher / Adjunct Professor** **1993 - 2015**

#### ***Business Education Teacher***

Excelled as a full-time, tenured teacher instructing courses in Business Education in Pennsylvania Public School Districts as well as post-secondary education institutions. Authored and implemented new courses and curricula while serving as a department chair. Achieved exemplary performance evals and 360° student feedback ratings. Retired from full-time classroom teaching at the end of the 2014-2015 school year after a 22-year teaching career to establish my own professional writing business, *Persuasive Writing Services*.

### **AMCOM Office Systems** **1990 - 1993**

#### ***Sales Representative***

Consistently acquired and closed with new clients over and above monthly established target quotas as a commissioned sales representative of office equipment for the *Mita* platform of office products. Received commendations for customer needs assessments and product placement. Left sales work to launch a full-time tenure-track teaching career.

## EDUCATION

**Duquesne University (2006)**  
**Doctor of Education (Ed.D.)**  
Doctoral Degree in Administration  
and Leadership

**Robert Morris University (1996)**  
**Master of Science (M.S.)** in Leadership  
**Robert Morris University (1992)**  
**Bachelor of Science (B.S.)** in Business Administration