



Resume202512281017.docx

For: JR103629 Inspector General

Phone Number [REDACTED] (Mobile)

Email [REDACTED]

Phone Number [REDACTED] (Mobile)

Phone Composite Header Grouping Icon Phone

Email [REDACTED]

Email Composite Header Grouping Icon Email

Location [REDACTED] RI [REDACTED] United States of America

Location Header Grouping Icon Location

Jobs Applied to 1

Documents with Check Header Grouping Icon Documents with Check

Attachments

Attachments

Resume / Cover Letter

Attachment	
Resume202512281017.docx	

Other Documents

Attachment	Category	

Candidate

Job Application Details Card

Job Application Details

Job Requisition JR103629 Inspector General (Open)

Location Providence

Date Applied 08/03/2026 09:03:13 PM

Source Sources -> LinkedIn

Thomas A Verdi

Hiring Manager



Colleen Halloran-Villandr
Recruiter

In Progress

	Step	Awaiting Me	Awaiting
Screen: RYAN CLARKE - JR103629 Inspector General (C121152)	Referred	Screen Candidate	1

Active Job Applications

Active Job Applications (1)

Job Application for Active Job Applications

Task RYAN CLARKE - JR103629 Inspector General (C121152)
Stage Label Referred
Location: Providence | Date Applied: 08/03/2026

Education

Education

JOHNSON & WALES UNIVERSITY
MBA
Marketing

Work History

Work History

Current Job 15 years
Total Jobs 5
Total Experience 38 years

Experience

Ryan P. Clarke Marketing & Photography
Owner
January 2011 - Current (15 years, 8 months)
Providence RI

Daily maintenance of multiple websites and marketing of products/services.

- Utilize social media platforms to their full effect to build the business including Facebook, Twitter, Instagram, Pinterest, and LinkedIn.
- Establish and monitor social media and websites for a variety of businesses including Merrill Motors, Laurel Tech, and a local magazine for the gay community called GET Magazine.
- Provide exceptional customer experience with excellent follow up.
- Book events, consultations, and schedule follow up meetings with clients.



Fidelity Investments

Brokerage Operations Specialist

November 2021 - December 2025 (4 years, 2 months)
Smithfield, RI

Setting up a variety of new customer accounts such as trusts, joint, individual, business and a variety of IRA; s.

- Completing multiple styles of maintenance requests such as adding beneficiaries & trusted contacts as well as adding standing instructions for transactions such as bank wires, check distribution and electronic fund transfers.
- Successfully completed multi-million-dollar transfer of asset requests while adhering to a variety of procedures and protocols for specific financial firms.
- Assisted in onboarding multi employees with training of new skills.
- Met or exceeded metric goals each quarter.
- Attended multiple round table meeting with directors to discuss how to make procedures highly efficient.
- Member of multiple ERG/SIG groups such as PRIDE, ASPIRE, ASL and impact which help to foster a more inclusive and culture positive environments.

Department Of Health

Licensing Aide

July 2021 - November 2021 (5 months)
Providence RI

Daily review of licensing applications for Physicians and Physician assistants.

- Evaluating all steps of the application process and reaching out if incomplete via phone or email.
- Reviewing all applications with the director before finalized and approved in the system.
- Meetings with Director and Physicians/Physician assistants with any discrepancies or violations.
- Organizing all applications in alphabetical order and by categories.

Department of Business Regulations

Covid 19 Task Force Inspector

June 2020 - June 2021 (1 year, 1 month)
Providence RI

Daily completion of multiple business inspections in various municipalities across Rhode Island

- Skilled in completing inspections for various entities such as banks, restaurants, bars, schools' salons and manufacturing and construction companies.
- Have trained multiple new inspectors about covid-19 protocol procedures and about how to communicate with businesses and build positive relationships.
- Collaborated with RIDE, RIDOH, DBR to walk through schools to make sure all safety protocols are intact for the upcoming school year.
- Entered new inspection data and performed data quality review of inspections.
- Outreach Team for RI Hospitality to promote services and explain grants.

Old Grist Mill Tavern

Social Media Marketing / Lead Trainer/Sales

January 2004 - January 2021 (17 years, 1 month)
Seekonk MA

Create all marketing campaigns as well as building a variety of targeted databases via constant contact.

- Collaborate with management in developing and maintaining advertising via social networking sites.
- Create effective marketing promotions to engage followers and develop new followers.
- Export and analyze key data about demographics of patrons. Evaluate information regarding the success of reaching the target audience.
- Evaluate success of posts and who the audience was who was captured including: men, women and various age ranges. Revise



- marketing based upon that data.
- Effectively utilize Facebook to reach out to / build relationships with followers and build new fan base.
 - Build and foster Business to Business relationships with local business.
 - Handle all photography used in business promotions.
 - Developed a training program & trained 100+ new servers in responsibilities.

Credentials

Languages

none entered

Websites

none entered

Skills

none entered

RYAN P. CLARKE

SUMMARY OF SKILLS

Adaptable • Multitasker • Detail Oriented

Highly motivated, financial services professional who collaborates well with members of a team. Excellent analytical and problem-solving skills. Proven ability to thrive in busy, fast-paced deadline centric environments. Passion for excellence.

Public Speaking	Data Analysis	Attention to Detail
Training New Employees	B2B Sales/Relationships	Fostering Workplace Culture
Evaluating Customer Needs	High-Impact Presentations	Exceeding Employee Metrics

PROFESSIONAL BACKGROUND

Fidelity N Smithfield, RI
Brokerage Operations Specialist

November 2021 to December 2025

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Department Of Health, Providence, RI
Licensing Aide

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Department Of Business Regulations, Providence, RI
COVID-19 Task Force Inspector

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Old Grist Mill Tavern, Seekonk, MA

2004 – 2021

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Ryan P. Clarke Marketing & Photography, Providence, RI

2011 - Present

Marketing / Sales / Photography

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VOLUNTEER WORK

- **AIDS Care Ocean State** Volunteer Champion 2017
- **Rhode Island Pride Committee** Volunteer 2012-present
- **Camp Angel Wings** - 2014 to 2016
- **Aids Project Rhode Island** - Board Member/Volunteer Photographer for events - 2013 - present
- **GET Magazine** - Volunteer photographer- 2012-2022
- **Little Sisters of the Poor** - Volunteer - 2009- 2014
- **Warren Swansea Redskins** - Pop Warner Cheer Coach - 2000 – 2007

EDUCATION

JOHNSON & WALES UNIVERSITY, Providence, RI

M.B.A. Marketing – GPA: 3.91

B.S. International Business – GPA: 3.74

Earned Dean's List throughout degree program.

Earned distinction as part of the **Golden Quill Honor Society** for outstanding academic achievement.