

Elizabeth Fall

ElizabethAnneF@hotmail.com

Qualifications

- Writing and editing skills
- Team-oriented
- Communication skills
- Problem-solving skills

Education

B.A. Technical Communication. Eastern Washington University, Cheney, WA 2015

- GPA: 3.73
- Visual Communication Design Minor

(AA)Associate's Degree. Spokane Falls Community College, Spokane, WA 2010

- GPA: 3.87
- Honors

Projects

Technical Writer/English 407/Habitat for Humanity/Jan. 2014-March 2014

- Collaborated with team to write grant proposal asking for funding.

Technical Editor/English 409/Camp Fire/Nov. 2013-Dec. 2013

- Collaborated with team to edit Camp Fire Safety Manual.
- Conducted first, second, and third level edits using "Track Changes" in MS Word.

Technical Writer/English 404/Kaiser Aluminum/April 2012-June 2012

Collaborated with team to devise solutions for Kaiser's Job Plan:

- Met with client to discuss problem and identify client expectations.
- Designed job template and style guide.
- Redesigned Job Plan.
- Conducted Project Presentation and delivered revised Job Plan, template, and style guide.

Technical Writer/English 205/EWU Library/Sept. 2012-Dec. 2012

Worked with group to develop training course for RefWorks software:

- Wrote software user-guide for students.
- Planned training course.
- Instructed 20 English-Composition students on how to use RefWorks.

Work Experience

Technical Writing Assistant/Eastern Washington University-Online Learning
Department/Cheney, WA/Dec. 2013-Present

- Edited EWU's Running Start Handbook.

- Wrote a promotional postcard for EWU's English Secondary-add on program.
- Worked as part of a team to close-caption lecture videos.

Custodian/Central YMCA/Spokane, WA/ March 2011-August 2011

- Cleaned the Child Watch Center, bathrooms, locker rooms, exercise facilities, Childcare Center, gym, lobby area, and any other places that needed cleaning.

Custodian/Spokane Guilds' School/Spokane, WA/ Dec. 2010-Dec. 2010

- Vacuumed, cleaned, and dusted the halls, office spaces, bathrooms, and children's playrooms.

Custodian/Spokane Guild's School/Spokane, WA/April 2010-April 2010

- Vacuumed, cleaned, and dusted the halls, office spaces, bathrooms, and children's playrooms.

References

- Dr. Teena Carnegie (Professor of Technical Communication at EWU) Phone: 359-2869
- Bob Edens (Former Employer) Phone: (509)-326-1651