

Portfolio: Jason Guderjahn

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Chapter 1. About Me

My name is Jason Guderjahn and I am excited to join the professional technical communication environment.

Having just graduated from Iowa State, I am excited to apply my gathered knowledge and skills to the professional atmosphere of technical communication. At Iowa State, I majored in technical communication, with a minor in Linguistics.

My Home Life

I was born and raised in Minnesota, although I am excited to travel around as I broaden my horizons, both professionally and personally.

I grew up in Rosemount, MN, which is where I spent all of my time up until I went off to college. I excelled academically, although some medical concerns created a tumultuous end to my high school career. I had to attend night classes to graduate on time, and I still managed to graduate near the top of my class. From there, I was accepted by Iowa State University, where I initially went to study engineering. While that coursework did not intrigue me, I was able to find technical communication, which melded the problem solving nature of engineering with the writing aspects that I have always loved. In my free time, I enjoy spending time outside, writing, reading, and expanding my horizons overall. Just as I dedicate myself to my work, I bring the same zeal and enthusiasm to my hobbies as well.

Related information

[My Work Life \(on page 3\)](#)

My Work Life

I am a motivated, dedicated, and punctual individual, and these traits translate exceptionally well into my professional life.

One primary attribute that I am especially interested in pursuing is that of social justice in technical communication. My coursework at Iowa State and the professional experience that I have gathered there have emphasized the importance of inclusion, diversity, and justice. As I enter the professional world, I intend to cement these ideas into my work.

Related information

[My Home Life \(on page 3\)](#)

Chapter 2. Education

In December, 2021, I completed a Bachelor of Science degree in Technical Communication at Iowa State University.

While I recently completed my undergraduate studies, I am considering pursuing a master's degree in technical communication as well.

Iowa State University, Ames, IA

Undgraduate Degree

Major: Technical Communication

Minor: Linguistics

GPA: 3.62

Graduated: December, 2021

Related information

[Rosemount High School, Rosemount, MN \(on page 4\)](#)

Rosemount High School, Rosemount, MN

GPA: 3.97

Graduated: June, 2017

Related information

[Iowa State University, Ames, IA \(on page 4\)](#)

Chapter 3. Work Experience

Over the past few years, I have gathered some relevant and valuable experience through a variety of professional positions.

While I pursued my undergraduate degree, I held a number of positions that helped bolster my professional skills and experience at the same time.

Assistant to the Rhetoric and Professional Communication Coordinator

August 2021 - December 2021

- Facilitated communication through the RPC program's email account.
- Oversaw the recruitment process by contacting and responding to both domestic and abroad universities.
- Interviewed members within the program to keep the website up to date.
- Practiced business communication and etiquette through online forms.

Related information

[IEOP Student Tutor \(on page 5\)](#)

[Communication Consultant at Iowa State University \(on page 6\)](#)

[Jet-Black Data Entry Clerk \(on page 6\)](#)

IEOP Student Tutor

September 2021 - December 2021

- Developed lesson plans to best teach English as a Foreign Language students.
- Identified and analyzed specific language skills that students needed to improve upon.
- Managed a classroom of students ranging from three to ten individuals.
- Conducted informative presentations to provide students with relevant resources.

Related information

[Assistant to the Rhetoric and Professional Communication Coordinator \(on page 5\)](#)

[Communication Consultant at Iowa State University \(on page 6\)](#)

[Jet-Black Data Entry Clerk \(on page 6\)](#)

Communication Consultant at Iowa State University

August 2020 - December 2021

- Consulted with students throughout the writing process to ensure prolonged success.
- Built leadership skills by attending professional workshops and providing informative presentations.
- Refined abilities in working as part of a collaborative and professional team.
- Emphasized how to portray information efficiently and clearly to a specified audience.

Related information

[Assistant to the Rhetoric and Professional Communication Coordinator \(on page 5\)](#)

[IEOP Student Tutor \(on page 5\)](#)

[Jet-Black Data Entry Clerk \(on page 6\)](#)

Jet-Black Data Entry Clerk

- Calculated and planned efficient quoting routes for the company.
- Developed social skills while interacting with customers of all demographics.
- Entered and analyzed information pertaining to potential customers.

Related information

[Assistant to the Rhetoric and Professional Communication Coordinator \(on page 5\)](#)

[IEOP Student Tutor \(on page 5\)](#)

[Communication Consultant at Iowa State University \(on page 6\)](#)

Chapter 4. Skills And Accolades

This section includes a variety of skills that I have developed and accolades that I have received over the course of my undergraduate career.

Ellen M. Walvoord Scholarship

Recipient of the Ellen M. Walvoord Scholarship for excellence in the College of LAS.

Related information

[Adobe InDesign \(on page 7\)](#)

[Microsoft 365 Suite \(on page 7\)](#)

[Basic HTML and CSS \(on page 8\)](#)

Adobe InDesign

Proficient in Adobe InDesign after taking a dedicated graduate course on technical document design and editing.

Related information

[Ellen M. Walvoord Scholarship \(on page 7\)](#)

[Microsoft 365 Suite \(on page 7\)](#)

[Basic HTML and CSS \(on page 8\)](#)

Microsoft 365 Suite

Proficient with the applications within the Microsoft 365 suite. These skills were developed through personal research and dedicated coursework.

Related information

[Ellen M. Walvoord Scholarship \(on page 7\)](#)

[Adobe InDesign \(on page 7\)](#)

[Basic HTML and CSS \(on page 8\)](#)

Basic HTML and CSS

Developed a basic understanding of authoring HTML and CSS code through dedicated coursework.

Related information

[Ellen M. Walvoord Scholarship](#) *(on page 7)*

[Adobe InDesign](#) *(on page 7)*

[Microsoft 365 Suite](#) *(on page 7)*

Chapter 5. References

These individuals can vouch for my listed work and skills.

Dr. Jo Mackiewicz

RPC Coordinator and Professor at Iowa State University

Dr. Jo Mackiewicz

- Email: jomack@iastate.edu
- Phone: (515)294-8273

Related information

[Joan Chamberlin \(on page 9\)](#)

[Dr. Joseph Cheatle \(on page 9\)](#)

Joan Chamberlin

IEOP Director and Professor at Iowa State University

Joan Chamberlin

- Email: joancham@iastate.edu
- Phone: (515)294-3235

Related information

[Dr. Jo Mackiewicz \(on page 9\)](#)

[Dr. Joseph Cheatle \(on page 9\)](#)

Dr. Joseph Cheatle

Director of the Writing and Media Center at Iowa State University.

Dr. Joseph Cheatle

- Email: jcheatle@iastate.edu
- Phone: (515)294-5411

Related information

[Dr. Jo Mackiewicz](#) *(on page 9)*

[Joan Chamberlin](#) *(on page 9)*

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