

Nicole L Elliott

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OBJECTIVE: To utilize my editing, writing, and computer graphic skills to write for a major publication in the Pacific Northwest

EDUCATION: **Eastern Washington University;** Cheney, WA
Bachelor of Arts Degree in Technical Communication
Minors in Anthropology, Linguistics, and Graphic Design
Graduation June 2014

EXPERIENCE: **TheCelebrityCafe.com; Oceanside, NY** *Contributing writer and editor*

June 2013 - August 2013 Write 15-18 news stories every week, manage time effectively,
complete one extra assignment every week, edit stories in queue,
share three stories to five social media sites weekly

December 2006 - April 2007 **Corbin Senior Activity Center; Spokane, WA** *Administrative Assistant*

Created monthly newsletter with Microsoft Publisher
Completed room rental contracts
Compiled monthly tallies of facility usage for City of Spokane

April 2005 - February 2006 **ICT; Spokane Valley, WA** *Customer Service Associate*
Provided customer service to bank customers via telephone

August 2004 - January 2005 **Venture Data; Spokane, WA** *Interviewer*
Conducted political surveys via telephone, recorded responses on computer

Service Learning Projects **EWU Student Research and Creative Work Symposium 2013**
Created poster presentation about service learning project Presented findings at Research
Created style guide and example newsletter for local Senior Center
Citizen's Action Committee, April 2013-June 2013
Created advertising campaign for CAC in Airway Heights, WA to advocate for a Transportation Benefits District. The initiative passed by 52% of vote.
Grant Writing Project, January 2013-March 2013 Conducted census data research to learn more about workshop target audience Assisted SNAP to apply for grant funding through Build-A-Bear Foundation Edited grant proposal draft for content and tone
Publication Design September 2013-December 2013
<http://nicoleelliott.github.io/Student-Webpace/group.html> As a group project, created fresh look for copyright-free classic novel from Project Gutenberg
Procedures Project, April 2012- June 2012
Assisted local manufacturer to update policies and procedural forms
Maintained compliance with OSHA regulations
Professional Writing Project, January 2012-March 2012 Created and conducted usability test for Writers' Center website Edited recommendation report