

Adam R. Brown

Objective

I am an aspiring writer looking to build my skills and seek out new opportunities in writing and business.

Location: Covina, CA, 91723

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Portfolio: <http://www.adamrbrown.info>

Education

University of California, Merced

B.A. History

Graduated: Dec. 2015

Achievements

- Ran 2 successful student government elections.
- Participated in undergraduate research on Occupy Wall St. in 1st year.
- Researched and wrote a comprehensive 35 page undergraduate thesis.
- Was a leader in organizations including Historical Society and Band all 4 years.
- Maintained above 3.2 GPA while working and participating in 8 different programs.

Experience

Independent Writer

July 2016-June 2018

- Wrote and edited independent fantasy and fiction stories as well as assisting in role-playing game designs by email and online forum demand.

Apprentice Machinist and Technical Writer

Caco Pacific Corporation

813 N Cummings Rd, Covina, CA 91724

August 2017-March 2018

- Volunteered and transcribed multiple machining documents for two different large-scale jobs.
- Assisted in the creation of 4 different CAM programs for CNC mill and wire EDM machines.
- Assisted in the creation of new wire EDM standards for the purchase of a new machine.
- Assisted in the documentation and drafting of two CAD schematics.

Website Developer and Writer

UC Merced, Academic Personnel Office

5200 N. Lake Rd, Merced, CA, 95343

October 2014 – December 2014

- Developed the Academic Personnel Office website using Drupal and HTML/CSS.
- Designed and wrote content for the Academic Personnel Office website.
- Drafted weekly reports on website status, assessed feedback through meetings, and adjusted website to meet demands.

Recreation Intern and Report Writer

US Forest Service

Scott-Salmon River District Office, Main St, Fort Jones, CA 96032

June 2014 – August 2014

- Performed routine campground maintenance including construction, cleaning, and vegetation management.
- Performed heavier trail maintenance and construction on backcountry patrols.
- Completed two forestry surveys to assess wildland fire damage.
- Drafted forestry survey reports in accordance with US Forest Service and US Geological Survey standards.

Accounting Assistant

University of California: Merced Research and Grants Accounting

1715 Canal St, Merced, CA 95340

September 2013 – June 2014

- Transcribed, digitized, and logged over 2000 financial documents dating back up to 10 years.
- Assisted in the document drafting of Research and Grant finance reports.
- Designed and Developed the Research and Grants Accounting website.

Extra Skills

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|------------------------|---------------------|-------------------------|-----------------------------|
| • Microsoft Office | • Technical Writing | • Drupal | • Swagger/OpenAPI |
| • Adobe Creative Suite | • Swagger/Open API | • RAML | • HTML/CSS/Basic Javascript |
| • Git/Github | • Basic Web Design | • Mulesoft Designer and | • Oxygen XML |
| • XML and JSON | • YAML | Exchange | • Madcap Software |