

## **BRENDA BAUD**

222 South Main Street  
North Adams, MA 01247  
(413) 555 - 8610

Objective: Position as technical writer or editor.

### **EDUCATION**

Rensselaer Polytechnic Institute, Troy, NY, Ph.D., Communications and Rhetoric, 1989

Trinity College, Hartford CT, M.A., English, 1979

Montclair State College, Upper Montclair, NJ, B.A., English, 1968. English Honor Society

### **SPECIAL SKILLS**

#### **Writing**

Academic papers, technical reports, functional documents, newsletters, nonfiction articles. Published papers on technical writing, research in organizational writing. Wrote computer documentation, including CAD/CAM, PC and interface material. Produced technical papers on history of technology; revised tables of contents, reference material.

#### **Editing**

Taught editorial writing courses; trained in editing techniques (Garrison Institute of Writing); edited research proposals, promotional material, newsletters.

#### **Training and Administration**

Taught technical writing, business writing, upper division writing courses for engineering, computer science, management students. Trained teachers in graduate-level writing course. Led professional development workshops in business writing to college administrators. Supervised teaching assistants; coordinated tutoring network for academic support services.

#### **Research and Consulting**

Investigated use of word processors as primary writing implements in organizational settings. Developed usability instrument for assessing computer documentation; researched use of icons in interfaces. Consulted in use of field methods for organizational analysis. Provided writing consultations for graduate research projects. Training in statistical methods in communications research, introductory course, RPI. Training in field research techniques, SUNY.

#### **Computer Experience**

Courses: Basic, Pascal. Types and Programs: IBM Mainframe/3081D (MTS: Textform, SPSSX; IBM MINI/360 (GML/SCRIPT, CAD/CAM); IBM PC (Multimate, Wordperfect); Apple II-Plus (Macwrite, Pagemaker).

### **EMPLOYMENT**

**Lecturer**, Department of Language, Literature and Communication, Rensselaer Polytechnic Institute, Troy, NY 1986-1987

**Teaching Assistant**, Department of Language, Literature and Communication, Rensselaer Polytechnic Institute 1985-1986

**Instructor and Lecturer**, Department of English and Communications, North Adams State College, North Adams, MA 1985 - 1986

**Workshop Leader**, North Adams State College, North Adams, MA

"Composition for Teachers: A Writing Across the Disciplines Approach." Graduate School of Education, 1986;

“Effective Writing for Executives.” Professional Development Program, 1985; “Informative and Persuasive Business Writing.” Winter Study, 1983

**Writing Consultant**, Graduate School of Education, North Adams State College, North Adams, MA 1985

**Research Assistant**, Chesterwood, Stockbridge, MA Summer 1985

**Instructor**, Learning Skills Center, North Adams State College, North Adams, MA 1979 - 1985

**Acting Program Coordinator for Academic Tutoring and Advising**, Learning Skills Center, North Adams State College, North Adams, MA Spring 1985

**English Teacher**, Easthampton High School, Easthampton, MA and West Orange, NJ. Chair, English Department evaluation; member, Alternative Learning Program. 1968 - 1979

## PROFESSIONAL AFFILIATIONS

Society of Technical Communication  
Association of Business Communication  
Modern Language Association  
National Council of Teachers of English  
Conference on College Composition and Communication  
Society of Professional Writing Consultants

## PUBLICATIONS

“Playing to Win,” *Hers*, *The New York Times Magazine*, July 3, 1988

“Analyzing Corporate Communications Policies using Ethnographic Methods,” *The Proceedings of the Conference on Corporate Communications*, Fairleigh Dickinson University, Madison, NJ, May 1988.

“Toward a Cognitive Theory of Visual Processing,” *The Proceedings of the ITCC, Society of Technical Communication*, Philadelphia, PA, May 1988.

“Organizational, Interpersonal and Technological Influences on Newspaper Writing, An Ethnographic Study,” In review.

“Combining Elegance and Readability: Walker Gibson’s Tough, Sweet and Stuffy,” *IEEE Transactions in Professional Communication*, December 1987.

“Walker Gibson’s Tough Sweet and Stuffy: A Workshop in Style for Engineers,” *Linking Technology and Users: Conference Record of the IPCC*, October 1986.

“That Damn Ram: Hydraulic Power at Chesterwood, 1908-1932,” Unpublished paper for Chesterwood and the Society for Historic Preservation, 1984.

“Sculpture Media,” Unpublished paper for Chesterwood and the Society of Historical Preservation, 1984.

*The Chesterwood Pedestal*, Volume 3, 1985, Newsletter of The Society of Historical Preservation, Chesterwood, Stockbridge, MA.