
Education

Bachelor of Arts | Professional and Technical Communication | 2006 - 2011 | 138/172 credits
Rochester Institute of Technology | Rochester, New York

» Major: Technical Writing | Minor: Environmental Studies

Related Coursework

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|---|---|
| » Digital Design and Visual Communication | » Natural Resource Economics |
| » Copywriting and Visualization | » Sustainable Development and Communities |
| » Writing Technical Documentation | » Environmental Policy and Values |
| » Newswriting and News Editing | » Environmental Studies |
| » Campaign Management and Planning | » Quantitative and Qualitative Analysis |

Professional Experience

Administrative Assistant | June 2011 – October 2012

Grassharper Foundation | Portland, Oregon

- » Designed golf tournament brochure and written materials distributed in marketing package.
- » Participated in several charity basketball skill building camps for local children and youth.
- » Sought donations, sponsorship, and celebrity guests for charity golf tournament.
- » Scheduled and prioritized luncheons and meetings with donors, sponsors, and celebrities.
- » Created electronic contact list that could be easily updated with new connections.
- » Secured live entertainment, catering, decorations, and venue for tournament and dinner gala.
- » Followed through with companies to ensure timely and accurate delivery of goods and services.
- » Maximized donor funds while providing a high-class function to promote further contributions.
- » Supervised volunteers and donations over a two-day charity event.

Technical Writing Intern | June 2010 – August 2010

Computer Technology Link (CTL) | Portland, Oregon

- » Worked hands-on in the production line to learn, improve, and streamline processes.
- » Served as a liaison between production, shipping, and IT departments to promote interdepartmental efficiency and decrease miscommunication.
- » Managed electronics recycling department in proper cataloguing and disposal of materials.
- » Produced technical documentation to train and manage new employees.
- » Developed reference manual for order tracking system.

Software

- » Adobe Creative Suite 5: InDesign, Photoshop, Illustrator, and Dreamweaver
- » Microsoft Office: Word, Excel, and PowerPoint
- » Google Mail, Docs, and Calendar
- » Windows and Macintosh operating systems
- » Broad understanding of: HTML, CSS, Java

Skills

- » Organized and coordinated multiple projects from conception to finished product.
- » Experience working alone, in small groups, or in large teams to achieve project goals.
- » Ability to take broad project parameters and produce technical and advertising documents tailored to meet specific needs.