



ELAINE BROUSSARD

Writer. Editor. Designer.

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CURRENT EMPLOYMENT

Desktop Publisher/Assistant Editor (June 2015–present).

MasteryPrep, Baton Rouge, La.

- Completing layouts of ACT preparatory materials such as student workbooks, PowerPoint presentations, teacher manuals and exit tickets.
- Proofreading content for grammar, spelling, sentence structure, word choice and style. Initiating major content edits when necessary.
- Designing online interface for teacher access to digital materials.
- Taking initiative to help management make workflow and scheduling decisions.

TEACHING EXPERIENCE (2009–2015)

- Responsible for student instruction, student assessment, classroom management, parent contact and professional development at a variety of Louisiana secondary schools.
- Subjects taught include high school English, middle school English and reading, journalism, debate and Journey to Careers.
- Oversaw story assignments, editing and production of two high school newspapers, and completed major overhauls of their designs.
- Went above and beyond job duties by volunteering at and/or organizing various school events including academic rallies, talent shows, school dances and fundraisers.

List of Teaching Positions and Internships:

- **Seventh Grade English/Reading** – Central Middle School, Baton Rouge, La. (January–May 2015).
- **Journey to Careers** (mixed grades 9–12) – L.W. Higgins High School, Marrero, La. (September–December 2014).
- **Eighth Grade English/Reading** – Archbishop Rummel High School, Metairie, La. (August 2013–May 2014).
- **Senior Applications in English, Journalism and Debate** (mixed grades 9–12) – Belle Chasse High School, Belle Chasse, La. (August 2011–May 2013).
- **Ninth Grade English and Journey to Careers** – Westgate High School, New Iberia, La. (January–May 2011).
- **Student Teacher** (11th grade English) – McKinley High School, Baton Rouge, La. (January–April 2010).
- **Student Teacher** (8th grade English) – Sherwood Middle School, Baton Rouge, La. (August–December 2009).

OTHER PROFESSIONAL EXPERIENCE

Rental Application Advisor (January 2008–February 2009).

The Road Home Small Rental Property Program, Baton Rouge, La.

- Using forms generator software, generated and organized internal and external documents including loan summaries, commitment letters and amendment letters.
- Cooperated with managers, underwriters and quality review personnel to correct document errors.
- Created an electronic filing system to keep PDFs organized.
- Cooperated with IT personnel to report software “bugs” and errors.

EDUCATION

Currently pursuing **Master of Arts in Mass Communications Specializing in Web Design and Online Communication** – University of Florida, online. Expected graduation date: May 2017. GPA: 4.0.

Post-Baccalaureate Certificate in Digital Design (2014) – Tulane University, New Orleans, La. GPA: 3.9.

Master of Arts in Teaching (2010) – Louisiana State University's Secondary Holmes Program, Baton Rouge, La. Certification areas: secondary English and journalism (grades 6–12). GPA: 3.6. Completed capstone research study titled *Why Do We Have to Read This? A Snapshot of Local Literature Teachers' Curriculum Choices*. Research project included case studies of local literature teachers and explored their curriculum-making practices.

Bachelor of Arts in Journalism (2006) – Louisiana Scholars' College at Northwestern State University, Natchitoches, La. Minor in English. GPA: 3.68.

PROFESSIONAL SKILLS

- Media writing
- Copy editing
- Print design
- Web design
- Photography
- Associated Press style
- Video editing
- Web programming (beginner)

TECHNOLOGY SKILLS

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe After Effects
- Final Cut Pro
- HTML and CSS
- WordPress
- PHP and JavaScript (beginner)

Reporter, Copy Editor, Food Editor (August 2006–March 2007).

The Daily World, Opelousas, La.

- Wrote feature and hard news stories on deadline.
- Compiled police blotters.
- Edited stories written by other reporters.
- Laid out and proofread pages.
- Planned, wrote for, edited and designed weekly food section.

Reporting Intern (May–August 2005).

The American Press, Lake Charles, La.

- Completed story assignments on a variety of topics.
- Worked some nights to fill in for proofreaders on vacation.
- Edited and organized press releases.
- Compiled police blotters.

Journalism Teaching Assistant/Yearbook Editor (June 2005).

ADVANCE Program for Young Scholars, Natchitoches, La.

- Took four-week break from newspaper internship to serve as camp counselor/teaching assistant at academic summer program for gifted children.
- Created AP Style quizzes, prepared lectures, graded assignments, planned classroom activities and guided nighttime study.
- Edited, designed and took photos for the camp's yearbook, which was beyond my official job requirements.

Editor in Chief (May 2004–May 2005).

The Current Sauce, Natchitoches, La.

- Served as final authority for all news content, graphics, photographs and visuals, copy editing, design and production in the printed paper and on the website.
- Designed front pages.
- Led staff meetings and workshops.
- Updated staff manual.
- Previously held lower-level positions including **Managing Editor**, **Administration Bureau Chief** and **General Assignments Reporter**.

REFERENCES

Oliver Pope, chief content editor at MasteryPrep

(512) 665-9143

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Lynn Silbernagel, English department head at Archbishop Rummel High School

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Carrie Lee Schwartz, digital design professor at Tulane University

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RECENT PROJECTS

The Sloppy Snowman Boozy Snowball Bar (August 2015).

- Created fictional business website for University of Florida web principles class.
- Created whimsical branding design via Adobe Illustrator and Adobe Photoshop and implemented design in web form.
- View project at elainebroussard.com/sloppysnowman.

MasteryPrep visual integrated marketing campaign (August 2015).

- Created online marketing campaign for University of Florida digital imagery class.
- Campaign includes designs for web banner ads, social media images, email blasts and web mockups.
- View project at elainebroussard.com/graphicdesign.html.

ElaineBroussard.com (April 2014).

- Created personal portfolio website showcasing samples of writing, copy editing, desktop publishing, illustration and animation work.
- Went above and beyond requirements of Tulane University digital portfolio class to understand the mechanics of HTML and CSS instead of simply using WYSIWYG tools.

"Mid-Game Crisis: A Pac-Man Story" (December 2013).

- Created short animated film about Pac-Man's mid-life crisis.
- Used storyboarding techniques to illustrate and organize scene sequence.
- Demonstrated proficiency in Adobe Photoshop, Adobe Illustrator, and Adobe Flash through completion of this project.
- View project at elainebroussard.com/videos.html.

Raider's Digest redesign (October 2013).

- Completed significant redesign of the Archbishop Rummel High School student newspaper in Adobe InDesign.
- View before and after layouts at elainebroussard.com/graphicdesign.html.