

# Emily B. Logan

Eastern Washington University Senior • Technical Communication Major

Email: b.emily.logan@gmail.com • Cell: (509)869-3154

## SUMMARY

Emily Logan is an experienced technical communication major in manual writing, instruction writing, and editing. In addition, she has experience in public relations (PR) and is knowledgeable on the research, planning, implementation, and evaluation process. She has a solid understanding of how to write PR plans, media lists, and case studies. Emily has had the opportunity to work with clients before.

- Eastern Washington University senior.
- Experience working with clients.
- Caretaker for adult senior.
- Experience training new employees.

## EDUCATION

- Bachelors in Technical Communication Expected in June 2020
  - Eastern Washington University
  - Cheney, Washington
  - GPA: 3.88
- Associates in Arts Recieved in June 2018
  - Spokane Community College
  - Spokane, Washington
  - GPA: 3.8

## RELATED COURSE WORK

- Technical Communication 205, 305, 309, 404, 409 & 425
  - Expanded manual writing, instruction, resume, and technical writing and communication skills. Have experience working with clients.
- Advanced Public Relations 461 & 462
  - Learned to write PR campaigns, media lists, and case studies.
- Marketing 310 & 472
  - Gained experience writing marketing and product promotion plans.

# Emily B. Logan

EWU Senior • Technical Communication Major

Email: b.emily.logan@gmail.com • Cell: (509)869-3154

## WORK EXPERIENCE

- Editor Intern | Schweitzer Engineering Laboratories Inc.
  - December 2019 - present
  - Edit and format documents according to company standards.
  - Work cohesively with editing team.
  - Maintain resume database.
- Caretaker | Privately Employed
  - September 2019 - present
  - Supervise adult senior with afternoon and nighttime routine.
  - Use clear and precise language to communicate care instructions.
- Front End Courtesy Clerk | Wandermere Fred Meyer
  - April 2018 - September 2019
  - Trained new employees.
  - Assisted customers by answering any questions they had about products.
  - Kept Fred Meyer lobby and front end clean and orderly.

## VOLUNTEER EXPERIENCE

- Museum of Arts and Culture (MAC)
  - July 2019 - Present
  - Assist event coordinator set up and prepare for MAC events. Also aid with wayfinding to help direct attendees to the proper galleries.

## COMPUTER SKILLS

- Adobe | Photoshop, Illustrator, and InDesign
  - Have experience creating logos, identity packages, animated graphs, resumes, and newspaper layouts.
- Microsoft Office | Word and PowerPoint
  - 11+ years of experience working with Word and PowerPoint for school and personal documents. Have used Word to create instruction manuals, memorandums, and homework assignments.