

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 Stuff,” *IEEE Transactions in Professional Communication*, December 1987.

“Walker Gibson’s Tough Sweet and Stuff: 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.