

Igor Coelho A. S. Marques







Writer

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SUMMARY

Over 12 years of experience in creating and editing easy-to-understand information products.

RELATED EXPERIENCE

-  **Communications Officer:** Algonquin College (Ottawa, ON) **Dec 2024-Present**
- Use MS Office and Adobe Creative Suite to create press releases, reports, proposals, newsletters, and more for the Vice President of Advancement and Strategy and the Director of Philanthropy
 - Maintain Advancement's WordPress site, which has contributed to 123% goal in donations
 - Manage several projects with tight deadlines in a dynamic, self-updating Excel spreadsheet
-  **Technical Writer & Multimedia Officer:** Algonquin College **May 2024-Dec 2024**
- Created web content that attracted 30,000 visits and 37% more visitors to the R3 website in 2024
 - Leveraged interactivity, storytelling, and interviews as the main writer for the R3's corporate blog
 - Collaborated with subject-matter experts to produce dozens of hours of eLearning tutorials
-  **College Instructor (Contract):** Red Deer Polytechnic (Red Deer, AB) **Jan 2023-May 2023**
- Designed an original course outline for a three-credit course on popular music and songwriting
 - Taught dozens of diverse students, helping each write a meaningful album review or original song
-  **Assistant Professor:** Universidad Austral de Chile (Valdivia, Chile) **Mar 2021-Jan 2023**
- Wrote a 66-page proposal that led to the creation of a new college department
 - Devised 12 original outlines for university courses and interdisciplinary seminars
 - Founded and edited a periodical that published 10 student essays in two years
-  **Clinical Assistant Professor:** University at Buffalo (Buffalo, NY) **Jul 2019-Jun 2020**
-  **Teaching Assistant** **Aug 2015-Jun 2019**
- Taught 17 courses in 13 terms, part of which was summarized in a published [academic essay](#)
 - Reformulated an unpopular music theory course and got 96% student approval

EDUCATION

Technical Writer Graduate Certificate (2024, Honours): Algonquin College (Ottawa, ON)
Music Composition, PhD (2019, Presidential Scholar): University at Buffalo (Buffalo, NY)
Music Composition, Master's Degree (2015): University of Utah (Salt Lake City, UT)
Music Composition, Bachelor's Degree (2013, Cum Laude): Brigham Young University (Provo, UT)