



Joseph B Figg

Technical Communication & Public Relations

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Address: Spokane, WA

SKILLS

Press Releases
Media Lists
Market Research
News Letters
Audio Engineering
Video Production
Adobe Creative Suite
HTML 5 & CSS
Microsoft Office
Version Control
Grant Writing
Publication Design
UX Design
Usability Testing
Technical Writing
Instructional Design

SERVICE LEARNING

Spokane Guild's School

Assisted in writing a proposal for a \$30,000 technology grant.

Council for Programs in Technical and Scientific Communication

Usability testing and design for CPTSC online conference application.

Eastern Washington University

Usability testing and design for EWU Libraries' Refworks information campaign.

EDUCATION

Eastern Washington University

Expected Graduation: 06/17/2017

Technical Communication & Visual Communication Design
Dean's List

Spokane Falls Community College

Graduated 6/2014

English/Creative Writing

GPA: 3.54

EXPERIENCE

Inland Northwest Health Services | Spokane, WA

Dates Employed: 1/2017 – Currently employed

Position: IT Coordinator

Duties: IT support, customer relations, develop training materials

Inland Northwest Health Services | Spokane, WA

Dates Employed: 9/2016 – 01/2017

Position: Marketing and Communications Intern

Duties: Newsletters, social media, press releases, advertising

Araza Natural Beauty | Cheney, WA 99004

Dates Employed: 4/2016 – 8/2016

Position: Technical & Visual Communication Design Internship

Duties: Technical communication & logo design

Meath School | Ottershaw, Surrey, KT16 0LF

Dates Employed: 1/2015 - 1/2016

Position: Volunteer

Duties: Assisted with caretaking and organizing school activities