

Rachel E. Timmons

trach13@vt.edu

(540) 271-7008

Current Address:

11000 Foxtrail Ln. Apt. J
Blacksburg, VA 24061

Permanent Address:

1444 Bethel Church Rd.
Elkton, VA 22827

Objective Seeking an internship that will utilize my skills writing, editing, and researching in a political or technical writing field.

Education **B.A. Political Science, Legal Studies**, expected May 2017
B.A. Professional and Technical Writing, expected May 2017
Virginia Tech, Blacksburg, VA

Related Courses	Political Science:	English / Philosophy:
	Voting and Elections	Developing Online Content
	Administrative Law	Designing Documents for Print
	Wills, Trusts, and Estates	Technical Editing and Style
	Constitutional Law	Writing and Digital Media

Experience Writing Coach at Virginia Tech Writing Center August 2015 – present

- Help clients with brainstorming, organizing, clarifying, and fine-tuning papers, resumes, and personal statements
- Gained experience working with ESL clients

Lifeguard at Massanutten Resort May 2015 – January 2016

- Certified in first aid, oxygen administration, CPR

Hostess at Ciro's Restaurant June – September 2013

- Welcomed customers, showed them to their tables, and informed the waiters/waitresses of their presence and location.
- Gained experience in organization, professional interaction, and time management/efficiency

Designed logo for small business 2011

- Expanded experience in using photoshop

Skills **Computer:**

- Basic Microsoft Word, Excel, PowerPoint, InDesign, html coding, GitHub, and Photoshop CS6

Activities & Honors RUF leadership January 2014 – present, I organize opportunities to help the Pregnancy Resource Center

Scholarships:
Kathryn R. Coleman Scholarship 2015
Semi-Finalist in Ayn Rand Institute 2013 Essay Contest
DuPont Community Credit Union Academic Scholarship 2013

Availability Summer 2016, May 16-August 12