



## SUMMARY

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- Technical Writer with over six years of experience including writing, editing, web design, online documentation, and page layout
- Online portfolio maintained since 2002; now in its sixth version
- Interest in and additional educational background in the life sciences
- Familiar with an array of software for use in page layout, graphic design, web design, online documentation, writing, editing, and records management
- Effective generator of ideas – team player with the ability to follow up and see a concept through to completion
- Additional experience in teaching
- “Whatever interests is interesting” mentality – passionate learner of new skills and ideas

## SOFTWARE EXPERIENCE

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- Microsoft: Word, Excel, Power Point, Front Page, Visio, Project
- Adobe: InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver

## TECHNICAL WRITING EXPERIENCE

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### **HNTB Corporation** (2007 – 2009) Lansing, MI

*HNTB is a nation-wide architecture, engineering, and planning firm specializing in transportation, bridges, aviation, architecture, urban design and planning, environmental engineering, water and construction services.*

#### **Senior Technical Writer**

Responsible for online documentation, document control, records management, writing, editing, layout and graphics for proposals, publications submitted to clients, and marketing materials.

- Wrote and edited for the Intelligent Transportation Systems (ITS) team and for HNTB publications, including magazines and newsletters
- Developed document control and records management systems and policies for the Lansing office
- Collaborated with the ITS team, structures, roadway, and marketing groups, as well as the design-build-finance and value engineering teams
- Served as webmaster for client website [www.michiganits.com](http://www.michiganits.com)
- Designed, edited and contributed to the Michigan Department of Transportation (MDOT) *ITS News*
- Contributed articles to two major ITS publications – *Thinking Highways* and *ITS International* on behalf of MDOT and HNTB
- Generated large format graphics and layout for posters for annual HNTB sales conference
- Aided in the writing and editing of a White Paper for the 2008 ITS National Congress on behalf of HNTB and MDOT on a new dynamic message sign (DMS) design

## **Ethicon Endo-Surgery (2006 – 2007) Cincinnati, OH**

*Ethicon is a division of Johnson and Johnson that develops and manufactures medical devices for endoscopic surgery.*

### **Records Manager**

Involved with the management, backup, off and on-site storage, and eventual destruction of records for all departments.

- Provided assistance with record clean-out days, record retention, and lifecycle management of vital documents
- Used benchmarking of another Johnson and Johnson company to propose a new system for the off-site storage and destruction of records
- Completed a variety of tasks as part of the archival process, including the organization, scanning, and indexing of vital records
- Researched and discussed options for the electronic storage of vital records
- Involved in the creation of a retention schedule for records at three sites

## **Center for Regional Development (2003 - 2005) Bowling Green, OH**

*The Center for Regional Development (CRD) provides information on public policy in order to aide community and regional development. CRD's interdisciplinary research involves economic, social, cultural, and environmental issues.*

### **Publications Graduate Assistant**

Responsible for writing, editing, online documentation, desktop publishing, and graphic design for CRD staff and publications distributed by the Center.

- Created promotional materials for CRD sponsored events
- Revised and condensed several research papers for use in a publication for the annual State of the Region conference publication in 2005
- Edited and formatted a major publication outlining the use of the Ohio Revised code for local government
- Contributed articles, edited, and aided in the design of the newsletter *Centerlines*; most notably wrote articles on the decline in water levels in the Great Lakes and the use of wind turbines in Bowling Green, Ohio

## **FLAAR (May 2004 - December 2004) Bowling Green, OH**

*FLAAR provides information on printing (including large format printing and scanning) and camera technology to businesses.*

### **Assistant Editor**

Responsible for editing reports for Senior Editor, writing and editing various documents for head assistant.

- Edited reports available for purchase regarding the evaluation of large format printing and scanning equipment
- Edited website content
- Attended 2003 International Sign Expo as a FLAAR representative

## **Indiana University - Purdue University, Fort Wayne (IPFW) Center for Reptile and Amphibian Conservation and Management (May 2003 - August 2003) Fort Wayne, IN**

*The IPFW "Herp Center" provides information to the general public on reptiles and amphibians native to the Midwest.*

### **Web Tech**

Responsible for writing, editing, online documentation, and updating the Herp Center website.

- Wrote species profiles for Midwest turtles and salamanders
- Updated graphics and text on website <http://herpcenter.ipfw.edu>
- Created distribution maps for species profiles

**Ohio Department of Transportation** (2002 - 2003) Bowling Green, OH  
*ODOT District Two serves eight counties in Northwest Ohio. The District office houses structural and civil engineers as well as highway maintenance staff.*

**Administration Intern**

Responsible for writing, editing, layout and photography for internal newsletter and various pamphlets, writing news releases, internet and intranet web design, and graphic design.

- Involved with documentation for both internal and external audiences, including the general public
- Created a brochure and web page for the internship program
- Designed, wrote, and assembled press packets for the 2002 winter snow plow season distributed to local news agencies
- Wrote press releases for district spokesperson/public information office
- Redesigned internal district newsletter and contributed content

**TEACHING EXPERIENCE**

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**Ivy Tech Community College** (2009 - present) Fort Wayne, IN  
*Ivy Tech Community College is the nation's largest state-wide community college with single accreditation.*

**English Instructor (ENGL 211, ENGL 111)**

Responsible for courses in Technical Writing (ENGL 211) and Composition (ENGL 111), both face-to-face and online, in the English Department.

- Fall 2009: Two sections of ENGL 111
- Spring 2010: Four sections of ENGL 211
- Summer 2010: Two sections of ENGL 211 (one online), one section of ENGL 111
  - Planned and designed project-based coursework for ENGL 211
  - Planned coursework based on ENGL 111 objectives and student packet
  - Evaluated student writing and performance
  - Completed Ivy Tech's online training certification, May 2010

**ITT Technical Institute** (June 2009 – January 2010) Fort Wayne, IN  
*ITT is a nationally recognized technical institute that trains professionals in a variety of technical fields.*

**Composition Instructor (GE 217)**

Responsible for courses in Composition II (Composition II) in the General Studies Department.

- Summer 2009: Two sections of GE 217
- Fall 2009: Two sections of GE 217
- Winter 2010: Two sections of GE 217
  - Planned coursework based on ITT Tech objectives
  - Evaluated student writing and classroom performance

**EDUCATION**

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**Bowling Green State University**, May 2005  
Master of Arts – Scientific and Technical Communication  
Cognate: Biology

**Bowling Green State University**, May 2003  
Bachelor of Arts – Scientific and Technical Communication  
Minors: Biology and English

## FREELANCE EXPERIENCE

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### **Demand Studios** (2010) Santa Monica, CA

*Demand Studios is the Social Publishing Ecosystem for leading digital brands. They publish articles and videos online.*

#### **Writer**

Research and write articles based on prompts from the Demand Studios "work desk." Most articles are published on eHow.com or Answerbag.com.

## VOLUNTEER EXPERIENCE

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### **Little River Wetlands Project** (2009 - present) Fort Wayne, IN

*LRWP is a nonprofit land trust that restores, rehabilitates, and conserves land in the Little River watershed. Their mission is to restore and protect wetlands in the watershed of the Little River southwest of Fort Wayne, Indiana, and to offer educational opportunities that encourage individuals to be good stewards of wetlands and other natural ecosystems.*

#### **Volunteer Grant Writer and Designer**

Assisted with grant seeking and grant writing, writing, editing, layout, and photography.

- Responsible for representing LRWP at area nonprofit seminars
- Member of the LRWP Fundraising Committee
- Member of the interpretive signs, marketing, website, and grants subcommittees
- Created and maintain Facebook page
- Designed two large format interpretive signs to be installed along the trails of Eagle Marsh
- Redesigned newsletter and brochure

### **Toledo Herpetological Society** (2003 - 2005) Toledo, OH

*THS is an organization that seeks to educate the general public and the organization's members regarding the ecological role, proper care and breeding, and legal issues pertaining to reptiles and amphibians.*

#### **Newsletter Editor**

Collected articles from necessary members as well as articles online pertaining to herpetology and herpetoculture to lay out monthly newsletter.

### **Bowling Green State University Herpetology Lab** (2001 - 2005) Bowling Green, OH

*The mission of the Herpetology lab is to incorporate the core values of Bowling Green State University while promoting appreciation of biological diversity and the understanding and respect of organisms encountered through the field of Herpetology.*

#### **Volunteer**

Involved in daily husbandry practices as well as tours of the facilities and demonstrations both on and off campus.

- Founding member of the Herp Club (2003); secretary
- Created current (outdated) website for the lab--first completed website
- Created a number of promotional items for the lab, including brochure

## ORGANIZATIONS

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### **Society for Technical Communication** (2001 – present)

*STC is an international organization dedicated to the practice of technical communication.*

- 2004 - present Southeast Michigan Chapter Member
- 2002 - 2004 Special Projects Manager; BGSU Student Chapter
- 2004 BGSU Student Chapter – Southeast Michigan Chapter Liason

### **Association for Fundraising Professionals** (2009 - present)

*AFP exists to foster the development and growth of fundraising professionals and the profession, to promote high ethical standards in the fundraising profession, and to preserve and enhance philanthropy and volunteerism.*

- 2009 – Northeast Indiana Chapter seminar attendee (will register as Introductory Member).