



Free Resume Candidate Reference CAR090420-GA

Summary: Experienced professional with over 15 years experience teaching and writing about technology. A team player with solid technical communication skills in areas that include: *web page design, Microsoft Access, Crystal Reports, instructional design, training, project management, writing, and editing*. Strong work ethic, well organized, and committed to delivering exceptional technical products and services to employers with a focus on the customer.

Work History: **Educator, 1993-Present**

Gordon Central High School, Georgia Southern University, Pepperell High School, Kennesaw Mountain High School, North Metro Technical College, and Douglas County High School

- Design and teach various Computer Technology, Business, and English courses (fifteen years)
- Responsible for managing and maintaining a computer lab for students (ten years)
- Served as a trainer for public school teachers in a multi-media course (two-week contract)
- Served as a trainer for public school teachers in a computer technology course (three-week contract)
- Develop and maintain the school web site. Responsibilities include writing articles to positively promote the school, obtaining graphics to enhance the web site, developing animated advertisements using Flash to convey basic concepts, providing essential scheduling information for the community, and supervising student staff members (four years)
- Responsible for developing the school newsletter to provide effective communication to the community (one year)
- *Provided academic counseling to new college students (three years)*
- *Responsible for hiring and supervising adjunct faculty members (three years)*
- *Responsible for hiring and supervising college students to work in a distance learning lab (one year)*
- *Responsible for maintaining a distance learning lab for college students (one year)*
- *Provided computer training to university professors (one year)*

Technical Writer, 1991-1992

Toin America Corporation

Atlanta, Georgia

Worked with a team to develop manuals that explained how to use electronic products. Responsibilities included designing the documents in PageMaker and editing the content.

Work History

(continued): *Technical Writer, 1990-1991*

Intergraph

Huntsville, Alabama

Worked with development teams to create computer systems for potential customers. Then, wrote the proposal that explained the features of the system.

Education: **Nova Southeastern University**

Fort Lauderdale, Florida

Educational Specialist in Technology Management and Administration

Southern Polytechnic State University

Marietta, Georgia

Master of Science in Technical and Professional Communication

Jacksonville State University

Jacksonville, Alabama

Bachelor of Science in Computer Information Systems and Technical Writing

Technical Skills: Podcasting, HTML, Flash, PhotoShop, Fireworks, Dreamweaver, FrontPage, Visual Basic, Word, Excel, Access, Publisher, and PowerPoint

Other: - Blackboard Vista Certified Administrator

- Member of the *Society for Technical Communication (STC)*

- Member of *Omicron Delta Kappa* (National Leadership Honor Society)

- Served as a writer for *The Chanticleer* (a college newspaper) for three years

- Voted **Best Staff Writer** for *The Chanticleer*

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