

Student

107 Springtime Drive
Warner Robins, GA 31088
(478) 973-5922

- OBJECTIVE** Professional position in the Technical Communication field with an emphasis on usability design
- ABILITIES** Experience utilizing verbal and written communication skills
Quick to adapt to new tasks and surroundings
Previous retail knowledge
Good work ethic and performs well under pressure of deadline
- COMPUTERS** MICROSOFT -Word -Excel -Outlook -PowerPoint
ADOBE -Photoshop -ImageReady -Illustrator -Flash
-InDesign
- EDUCATION** MERCER UNIVERSITY Macon GA Expected May 2013
BSE: Technical Communication
Minor: Photography
- Relevant courses:
- Programming for Engineers
 - Fundamentals of Design and Color
 - Technical Communications
 - Document and Web Design
 - Usability
 - Technical Editing
 - Visual Communication
- WORK EXPERIENCE** MERCER UNIVERSITY Macon GA
Bear Force Staff Member Aug 2009 - Present
- Showed flexibility by performing a variety of tasks
 - Communicated well when working in groups
- JC PENNEY Centerville GA
Sales Associate Nov. 2008 – Present
- Interacted with customers to promote goal of providing excellent customer service
 - Kept store organized and visually appealing
- ACHIEVEMENTS** Inducted into the National Honor Society
Granted the Josiah Penfield Scholarship
Named as publicity chair for the Society of Women Engineers for the year of 2010-2011