

# Lisa Smith

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**Objective** To apply my strong writing skills in aiding a local organization to produce a documentation set.

## Related Work

- Experience**
- Earth Day Coordinator**, UCF Earth Day Celebration 2000
- Designed and wrote more than 5 newspaper ads, flyers, and press releases publicizing the event
  - Designed a Web site promoting the event and detailing its goals
  - Wrote a proposal resulting in more than \$2,000 worth of funding from local businesses
  - Coordinated the information tables and sound system during the celebration
  - Supervised more than 30 volunteers
- Assistant to Director**, UCF Robinson Observatory 1999
- Provided guided tours of the observatory
  - Coordinated viewing events with area companies and students
  - Developed publications for distribution on campus

## Education and

**Related Skills** **B.A. in English Technical Writing** 2000  
University of Central Florida, Orlando, FL  
GPA: 3.8  
**Courses:** Technical Documentation, American Literature, Business Writing, Communication Across National Identities  
**Computer Skills:** Microsoft Office Suite, Adobe Photoshop, Macromedia Dreamweaver

## Other Awards

**and Activities** Dean's List (2 semesters)  
UCF Student Alumni Association