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Objective: To apply my writing, computer, and office skills to a project that meets a local community service organization's communication needs.

#### EDUCATION

B.A., English (specialization in Technical Writing), expected Spring 2005  
University of Central Florida, Orlando, FL  
Coordinated three major small-group writing projects  
Wrote and designed several common genres of written communication, such as memos, letters, instructions, syllabi, writing exercises, and pamphlets.

#### WORK EXPERIENCE

Administrative Assistant for Finances, Lore Literary Magazine  
Orlando, FL, 2000-03  
Prepared several reports per week  
Organized several department functions such as the annual Hanukkah celebration  
Ordered supplies, electronically filed audits, and performed other general office duties

Administrative Assistant for Casting, Sunburst Film Studio  
Lakeland, FL, 1996  
Entered client information, headshots, and other information into databases

#### COMPUTER SKILLS

Word Perfect, Microsoft Word  
Microsoft Excel  
PageMaker, Microsoft Publisher  
Adobe Photoshop  
HTML  
Data Entry: 11,000 kph

#### COMMUNITY VOLUNTEER EXPERIENCE

Race for the Cure and Adopt-a-Mile Benefits for the Susan G. Komen Breast Cancer Foundation, Delta Delta Delta Sorority  
MS Walk, Walk America, March of Dimes Walk-a-Thon

#### KEYWORDS

Writing, professional communication, document design, collaboration, computer database, report, instructions, proposal, Excel, HTML