

# Boomer Bear

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## QUALIFICATIONS SUMMARY

- Four years' experience with technical communication functions
- Experience collaborating on teams to generate documents such as proposals, manuals, and reports
- Proficient in XML and HTML, Web design, and image editing

## EDUCATION

Bachelor of Science in Professional Writing  
Minor in Design  
Missouri State University  
GPA 3.8/4.0  
Board of Governors Scholarship

May 20XX  
Springfield, MO  
August 20XX–Present

## RELEVANT EXPERIENCE

**Communications Volunteer**  
*ABC Nonprofit*

January 20XX–Present  
Springfield, MO

- Designed and wrote training manual for staff and volunteers; used Adobe InDesign and Illustrator
- Edited external correspondence for staff members
- Wrote new content and updated information on website with Adobe Dreamweaver
- Used Adobe Photoshop to create and edit images for brochures and flyers

**Technical Writing Intern**  
*ABC Company*

August–December 20XX  
Springfield, MO

- Collaborated with staff to develop policies and procedure manuals
- Used Adobe RoboHelp to edit and revise online help files
- Interviewed subject matter experts to gather data for training manuals; recorded data in Microsoft Excel spreadsheets

**University Ambassador**  
*Missouri State University*

March 20XX–May 20XX  
Springfield, MO

- Lead campus tours for prospective students and their parents
- Assisted with Showcase by providing university information to prospective students and their parents and addressing their questions and concerns

## PROFESSIONAL ASSOCIATIONS

Society for Technical Communication  
Students in Design

Member 20XX–Present  
Treasurer 20XX–20XX  
Member 20XX–Present  
Activities Committee 20XX–20XX

Arranged for guest speakers  
Planned fundraising events