

KALEB ELDRIDGE

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Cedarville, OH 45314

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740. 645.7505

Education

Cedarville University, Cedarville, OH
Bachelor of Arts in Technical and Professional Communication
Anticipated graduation date- May, 2009
Overall GPA 3.47
Minors in Bible, Graphic Design, and Psychology

Relevant Courses

- Advanced Composition
- Style for Technical Communicators
- Production Tools
- Technical Editing
- Designing Technical Reports
- Design I
- Anatomy and Physiology
- Technical Marketing Communication
- Typography
- Advanced Grammar
- Designing Visual Communication
- Technical Communication
- Proofreading
- Introduction to Photography
- Design of Manuals
- Physiological Psychology
- Designing Information for the Web

Skills

- Microsoft Office Suite
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Dreamweaver

Experience

08/07-present

Current Employment/Experience

Resident Assistant—Student Life, Cedarville, OH

- Organize hall activities
- Enforce university policies
- Facilitate hall unity and interaction

10/08-present

Technical Writer—Part-Time YSI (Yellow Springs Instruments)

- Update existing documents
- Perform technical writing tasks as needed

05/08-08/08

Previous Employment/Experience

Technical Writing Intern—YSI, Yellow Springs, OH

- Studied, learned new technology for an autonomous underwater vehicle
- Wrote the user guide for the EcoMapper autonomous underwater vehicle
- Illustrated and designed layout for the EcoMapper user guide

08/06-02/08

Previous Employment/Experience

Student Intern—Public Relations Department, Cedarville, OH

- Researched article subject matter
- Wrote news releases for area newspapers and interacted with clients

05/07-08/07

Previous Employment/Experience

EMT-Basic—LIFE Ambulance Company

- Monitored patients during non-emergency ambulatory transport
- Performed all necessary skills of an EMT during emergency calls

Honors

- Cedarville Leadership Scholarship
- President's Academic Scholarship

Activities

- Dayton Detention Home (2005-2007)
- Copyeditor-Cedarville Review
- Photography
- Student Language and Literature Advisory Board
- Freelance Logo Design
- Cedarville Chapter STC-Society for Technical Communication(First Vice President)

References

Available upon request