

Adam B. Evans

2111 Grenville St. #2C
Carmel, IN 46032
717.552.9006 (cell)

Education:

Cedarville University (*May 2009*)
Bachelor of Arts in Technical and Professional Communication
Minor in Spanish
Cedarville, OH

Course Work:

Technical Communication	Style for Technical Communicators	Advanced Spanish Grammar
Visual Communication	Advanced Composition	Hispanic Literature
Technical Editing	Communication Theory	Design of Manuals
Production Tools and Software	Advanced Spanish Composition	Technical Marketing Communication

Computer Skills:

Adobe Photoshop	Microsoft PowerPoint	Adobe InDesign
Adobe Illustrator	Microsoft Word	Epic Editor
Dreamweaver	Microsoft Excel	ArborText

Experience:

Qbase – Technical Writer Intern (*08/08 to 10/08*)
Dayton, OH

- Wrote help files for Qbase's database software using RoboHelp
- Coordinated with a team of writers and fellow interns
- Wrote and edited content for websites, news releases, and brochures
- Conducted market research

General Electric, Energy – Technical Writer Intern (*06/08 to 08/08*)
Salem, VA

- Created a database for GE's documentation using Epic Editor
- Proofread and edited technical manuals for publication
- Worked and cooperated with a global technical writing team in India and Chile
- Supervised a team of three to complete a documentation project

Cedarville University Public Relations Office – Copy Writer (*01/08 to Present*)
Cedarville, OH

- Pitched ideas for school news releases
- Interviewed subjects for news stories
- Wrote and edited news releases for publication
- Worked with deadlines

U.S. State Department; U.S. Embassy – Technical Writer Intern (*09/07 to 11/07*)
San José, Costa Rica

- Rewrote and redesigned the Embassy website
- Drafted news releases, letters, and memos for the Embassy website and the American citizen community
- Accompanied Foreign Service Officers on diplomatic missions
- Assisted diplomats with American Citizen Services, Nonimmigrant Visas, and Immigration pleas

Barco Presentation and Simulation, LLC – Technical Documentation Intern (*05/07 to 09/07*)
Xenia, OH

- Reorganized and developed documentation for company products
- Met with department heads (electrical, mechanical, and software engineering) to assess documentation needs
- Supported advertising/promotional programs

Activities and Honors:

Secret Security Clearance; Read, write, and speak fluent Spanish; Society of Technical Communication (President); Hispanic Affairs Committee (editor and member); Cedarville Ambassadors; People to People Student Ambassador Program; Missions Involvement Services (MIS) at Maadi Community School in Cairo, Egypt; Men's Choir