

# SHEA HANSEN

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574.238.6030

## CURRENT ADDRESS

251 N. Main St. #3388  
Cedarville, Ohio 45314

## EDUCATION

Cedarville University, Cedarville, OH  
*Bachelor of Arts* in Technical and Professional Communication  
Anticipated graduation date: December, 2010  
Minors in Bible & Graphic Design

## RELEVANT COURSES

- Advanced Composition
- Advanced Grammar
- Style for Technical Communicators
- Designing Visual Communication
- Production Tools
- Technical Communication
- Technical Editing
- Proofreading
- Design of Manuals
- Corporate Culture

## SKILLS

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft OneNote 2007
- WordPerfect
- Adobe InDesign CS3
- Adobe Illustrator CS3
- Adobe Photoshop CS3

## EXPERIENCE

8/08-2/09 Server  
Young's Golden Jersey Inn, Yellow Springs, OH

- Serving customers
- Cleaning facilities

7/08-8/08 Office Assistant  
Laser Tool Company, Thomaston, CT

- Creating employee manual
- Updating client databases

12/07-3/08 Sales Receptionist  
L.A. Tan, Xenia, OH

- Closing store/key holder
- Providing customer service
- Selling products
- Cleaning facilities

11/06-2/08 Sales Receptionist  
TikiTan, Elkhart, IN

- Opening & closing store/key holder
- Providing customer service
- Selling products
- Cleaning facilities

## ACTIVITIES

Member of Society of Technical Communicators

## REFERENCES

References available on request