

# Weslea Law

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## Current Address

251 N. Main St. #4193  
Cedarville, OH 45314  
(717) 413-0038  
wlaw@cedarville.edu

## Permanent Address

103 Good Road  
New Providence, PA 17560  
(717) 786-4628  
Doxiegirl419@aol.com

## Education

December 2009

### Cedarville University

*Bachelor of Arts* Technical and Professional Communication, Minor in Bible Cedarville, OH

3/07

### Philadelphia Biblical University

*Study Tour to Israel: 2 Semester hours*

Langhorne, PA

## Honors

Cedarville University Grant

## Skills

Mentoring and counseling skills; Excellent verbal and written communication skills; Remarkable teamwork abilities; Computer proficiency in: Microsoft Word, PowerPoint, Excel, Adobe Photoshop, Novell GroupWise, Dreamweaver, Adobe InDesign, Adobe Illustrator

## Relevant Classes

Technical Editing; Design of Manuals; Advanced Composition; Advanced Grammar; Style for Technical Communicators; Designing Visual Communication; Production Tools for Technical Communication; Designing Information for the Web; Technical Communication

## Experience

8/08-Present

### Cedarville University

*Resident's Assistant*

Cedarville, Ohio

- Upheld university policies and invested in the lives of women residents
- Facilitate unity and interaction among students by organizing hall activities

4/06-Present

### Bird In Hand Family Restaurant and Smorgasbord

*Waitress*

Bird In Hand, PA

- Served customers while maintaining a positive and friendly attitude

1/07-4/07

### Choice One Pregnancy and Sexual Health Center

*Counselor*

Levittown, PA

- Worked with women of low socio-economic status to provide supplies and resources for medical support
- Trained to counsel women who are considering the option of abortion

8/04-4/06

### Lancaster General Women and Babies Hospital

*Patient Care Assistant*

Lancaster, PA

- Cared for mothers and babies post-partum
- Responsible to manage and care for 15 patients, including restroom assistance, bathing, dressing, monitoring vitals
- Observed the Registered Nurse and assisted with charting patient care

## Membership

Member of Society of Technical Communicators

## References

Available upon request