

251 N. Main St.  
Cedarville, OH 44813 #4478

419.512.3412  
Victoriaamcpherson@cedarville.edu

# Victoria McPherson

## Education

Cedarville University  
B.A. in Technical and Professional Communication  
Minors in Literature, Graphic Design, and Bible  
Overall GPA: 3.2  
Anticipated graduation: May 2010

## Relevant Courses

Advanced Grammar	Technical Communication
Advanced Composition	Style for Technical Communication
Technical Editing	Design of Visual Communication
Design of Manuals	Digital Image Illustration
	Production Tools

## Key Skills

Adobe InDesign	Excellent verbal communication skills
Adobe Illustrator	Excellent writing skills
Adobe Photoshop	Excellent teamwork skills
Microsoft Office Suite	Ability to learn quickly
	Ability to multi-task and self-teach

## Experience

Cedarville Fire Department - Volunteer  
March 2009 - Present  
-Design promotional poster and brochure for volunteer firefighter program

Best Friends Animal Society - Intern  
September 2008 - Present  
-Update, edit, and format outdated volunteer information handbook  
-Coordinate via Internet with other Best Friends Staff and volunteers across the country to combine two handbooks into one

The Infield - Counter Person  
May 2007 - August 2008  
-Answered the phone and ran the cash register  
-Dealt with the customers in a polite and courteous manner

The V&M - Waitress  
-Answered the phone and ran the cash register  
-Helped ensure the cleanliness and general maintenance of the restaurant  
-Took orders and delivered food while trying to meet the customer's needs

## References

Available Upon Request