

BEN ROSCUP

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EDUCATION

Cedarville University, Cedarville, OH

May 2010 *Bachelor of Arts* in Technical and Professional Communication
Overall GPA 3.41
Minors in Bible and Business Administration

Mohawk Valley Community College, Utica, NY

2005-2007 *Associate of Arts* in General Studies
Overall GPA 3.87

Word of Life Bible Institute, Schroon Lake, NY

2004-2005 *Certificate of Completion* in Bible Education

COURSEWORK

- Composition I and II
- Technical Communication
- Advanced Composition
- Creative Writing I and II
- Style for Technical Communicators
- Technical Editing
- Advanced Grammar
- Designing Visual Communication
- Design of Manuals
- Production Tools
- Information Tech for Business
- Digital Photography
- Professional Development I and II
- Principles of Organization and Management
- Software Tools for Business
- Corporate Culture

SKILLS

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Access 2007
- Microsoft Powerpoint
- Adobe InDesign CS3
- Adobe Illustrator CS3
- Adobe Photoshop CS3
- Adobe Acrobat 8
- Novell GroupWise
- Microsoft Internet Explorer and Mozilla Firefox

EXPERIENCE

Technical Writer (3/09 - Present)

PackageTracker Senior Design Project - Cedarville University, Cedarville, OH

- Collaborating with team members to write software documentation

Palletizer Operator (5/08 - 7/08)

Nirvana, Inc - Forestport, NY

- Operated palletizer machinery to ready bottled water for shipping
- Maintained product quality
- Arranged product left over from various production runs
- Learned new equipment when needed, including the SMI case wrapper and the bottle infeed

Customer Service Associate (5/07 - 7/07)

Lowe's Home Improvement - Utica, NY

- Informed and directed customers to provide excellent customer service
- Handled the loading/unloading of delivery trucks and customer vehicles
- Trained new employees through the process of shadowing
- Enhanced personal skills by learning to drive forklift and observe safety regulations in a warehouse environment
- Performed product pricing and display

Office Technician (9/05 - 5/07)

MVCC Auxiliary Services Corporation - Mohawk Valley Community College, Utica, NY

- Arranged paperwork and files
- Performed database entry maintenance
- Produced documents and spreadsheets, including graphical presentations
- Implemented new office procedures

Mailroom Assistant (1/06 - 12/06)

MVCC Post Office - Mohawk Valley Community College, Utica, NY

- Handled and sorted student mail
- Compiled package lists
- Trained new employee

ACTIVITIES & HONORS

Photography Club (Secretary); Society for Technical Communication; Phi Theta Kappa; local church, including: community dinner, summer Vacation Bible School (puppet team leader), sound room technician, choir, and Family Fun Day; Boy Scouts of America (assistant scoutmaster); Word of Life musical productions ("Sights and Sounds of Christmas", "Passion Play"); Word of Life Bible Institute Drama Team; MVCC Faculty Award Committee (committee member); Cedarville University Faculty Scholarship; Dean's Honor List; Who's Who Among Students

REFERENCES

Available upon request