



# Erin C. SanGregory

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## education

B.A. in Technical and Professional Communication, GPA 3.97  
Minor in Teaching English to Speakers of Other Languages (TESOL)  
Cedarville University, Cedarville, Ohio  
Expected Graduation, May 2009

## relevant courses

Design of Manuals	Web Design	Advanced Grammar
Designing Technical Reports	Advanced Web Design	Advanced Composition
Technical Marketing	Production Tools	Intercultural Communication
Communication	Instructional Design	Linguistics for Language
Technical Communication	Style and Mechanics	Learning
Designing Visual Communication	Proofreading	Sociolinguistics
Technical Editing	Corporate Culture	

## computer skills

Adobe InDesign CS3	Microsoft Word 2007	DITA-based XML
Adobe Photoshop CS3	Microsoft PowerPoint 2007	Stylus Studio
Adobe Illustrator CS3	Microsoft Excel 2007	Microsoft Outlook
Adobe Dreamweaver CS3	SnagIt 8	Novell GroupWise
Adobe Acrobat Professional 8	XHTML and CSS	PHP and SQL

## employment

Consultant, Cedarville University Writing Center *(2006 - Present)*  
Cedarville, Ohio

- Facilitate development in students' writing skills
- Implement collaborative tutoring strategies
- Design promotional materials

Teaching Assistant, Cedarville University Language & Literature Department *(January 2008 - Present)*  
Cedarville, Ohio

- Provide supplemental tutoring for students
- Grade assignments and tests
- Create and maintain answer keys
- Perform administrative tasks for professor

Communications Analyst Intern, LexisNexis *(May - August 2008)*  
Miamisburg, Ohio

- Edited and redesigned outdated user guides
- Coordinated German translations for new Help text
- Updated and maintained tech comm style guide
- Converted online Help from .ASP (legacy system) to DITA-based XML (second-generation system)
- Collaborated with members of other disciplines in an agile development environment



## employment, *continued*

Volunteer English Instructor, Miami Valley Career Technology Center *(January – March 2008)*  
*Dayton, Ohio*

- Planned lessons and learning activities for elementary English
- Taught English as a Second Language (ESL) classes for adult immigrants and refugees

Student Grader, Cedarville University Engineering Department *(2006 – 2007)*  
*Cedarville, Ohio*

- Created updated rubrics for senior design reports
- Provided quality grading services for style, grammar, and mechanics

Volunteer English Instructor, Kecskeméti Baptista Gyülekezet *(June 2007)*  
*Kecskemét, Hungary*

- Designed effective lesson plans and learning activities for conversational English and American idioms
- Taught English as a Foreign Language (EFL) classes for upper-intermediate level students

Copy Editor, Cedarville University Engineering Department *(June 2006)*  
*Cedarville, Ohio*

- Improved accreditation reports with detailed editing and proofreading
- Evaluated content readability

Volunteer, Église Baptiste du Centre *(June 2005)*  
*Paris and Lyon, France*

- Performed building maintenance projects for drywall and paint
- Supervised children's after-school clubs

## activities & honors

- Member, Sigma Tau Chi (STX) Honorary Society of STC *(2009 – Present)*
- Dean's Honor List *(2005 – Present)*
- President's Scholarship *(2005 – Present)*
- Language & Literature Alumni Scholarship *(2008)*
- Nominee, East Central Writing Centers Association (ECWCA) Leader of the Year *(2008)*
- Co-presenter, "Creating and Using Tutor Guides as Special Demographic and Cross-Disciplinary Outreach," ECWCA Annual Conference *(2008)*
- Member, Cedarville University Society for Technical Communication (CU STC) *(2005 – Present)*
- Webmaster, CU STC *(2008 – Present)*
- Historian and Hospitality Director, CU STC *(2007 – 2008)*
- Member, Cedarville University Student Language & Literature Advisory Board *(2007 – Present)*
- Copy Writer, Cedarville University Student Web Design Team *(2007 – Present)*

*References and portfolio available upon request*