

Megan Spring

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Education

B.A. in Technical and Professional Communication
Minors in Bible, Graphic Design, and Creative Writing
Cedarville University, Cedarville, Ohio
Expected Graduation, May 2011

Relevant Courses

- Design of Manuals
- Technical Communication
- Technical Editing
- Production Tools
- Style and Mechanics
- Corporate Culture
- Advanced Composition
- Visual Communication

Computer Skills

- Adobe InDesign CS3
- Adobe Photoshop CS3
- Adobe Illustrator CS3
- Microsoft Word 2007
- Microsoft PowerPoint 2007
- Microsoft Excel 2007
- Microsoft Outlook
- Novell GroupWise

Special Skills

- Fluent in Spanish
- Proficient on Macintosh Computers and PCs

Activities and Honors

- Gugger Scholarship
- Leadership Scholarship
- Women's Soccer Scholarship
- Hispanic Scholarship
- Member of Delta Pi Sigma
- Member of Cedarville University Women's soccer team
- Most Improved Player award
- Faculty Scholarship

Employment

- Administrative Assistant, Preferred Medical Plan (May-August 2006, 2007, 2008)
Coral Gables, Florida
 - Organize and update manuals
 - Create Spreadsheets
 - Create Documents
- Bakery Assistant, Corner Bakery (November-April 2008)
Cedarville University
- Editor, Dade Christian School Yearbook Staff (2006-2007)
Miami Florida
 - Delegated
 - Edited for errors
 - Liaison between students and Administration