

Elizabeth Sweeney

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- Objective** To obtain an internship position in a company that will use my leadership, advanced writing, communication and interpersonal abilities that I have learned as a Technical and Professional Communications major to better equip me with experience for full-time employment upon graduation
- Education** B.A. Technical and Professional Communication Cedarville, Ohio
Cedarville University
May 2010
- Coursework** Visual Communication, Technical Communication, Style and Mechanics, Advanced Grammar, Advanced Composition, Production Tools, Portfolio, Designing Information for the Web, Technical Marketing
- Computer Skills** Microsoft Word and Excel, Adobe Photoshop, Illustrator, InDesign, and Dreamweaver
- Honors** Academic Scholarship, Varsity Volleyball Scholarship
- Relevant Work** Cedarville volleyball brochure
Updated player profiles and quotes
- Created styles for interesting headings and block text
 - Implemented new designs for the Jackets
 - Used photos and text in a way that advanced the Volleyball program
- Internship** **McGraw-Hill Companies** *Summer 2008*
- Served as the intern for SRA department
 - Worked under a group of Direct Instruction programmers and supervisors
 - Conducted usability tests for new learning software and reading material
 - Edited manuscripts before they were sent to publishing
 - Created spreadsheets to record updates and changes to programs
- Work** **Prep Academy Schools** *August and December 2006* Columbus, Ohio
Seasonal *Child Care*
- Substitute teacher for grades pre-K and Kindergarten
 - Implemented daily art, social, and curriculum activities
 - Provided child care after school hours for ages 4-7
- Volunteer**
- Seasonal work at Better Way Ministries (Columbus, Ohio) providing and serving meals, providing supplies and clothing to underprivileged individuals and families
 - Tutored at inner-city schools in Math and English
 - Short term ministry to the Dominican Republic, Guatemala and Belize ; serving at orphanages, sugar-cane villages, and to national sports teams
- References** Available upon request