

Kristen Recupero



Education

Cedarville University Graduation: May 2010
Bachelor of Arts: GPA: 3.57

- English
- Technical and Professional Communication

Email:
krecupero@cedarville.edu

Phone:
(760) 608-7043

School address:
251 N. Main Street
Cedarville, Ohio, 45314

Permanent address:
1087 W. Westward Way
Banning, CA, 92220

**References are available
upon request**

Relevant Courses

Advanced Grammar Designing Visual Communication Production Tools
Technical Editing Advanced Composition Corporate Culture
Proofreading Style and Mechanics for Writers Design of Manuals
Literary Analysis Technical Communication

Skills

Microsoft Office Suite
Adobe Creative Suite CS3
Ability to produce quality writing under stressful circumstances
Ability to learn job tasks quickly
Strong grammar background and ability
Energetic personality with great interpersonal skills

Activities and Honors

- Received Alumni Honors Scholarship.
- Secretary for Cedarville University's chapter of STC (2009-2010)
- Member of Alpha Kai Omega, Cedarville's chapter of Sigma Tau Delta,
- the national English honors society
- Participated in a study abroad experience at Dublin Business School in
- Dublin, Ireland.
- Served as editor for the Social Work Department's Self-Study.
- Assisted in writing, planning, and designing Cedarville's manual for environmentally-friendliness, "Green-ville."

Employment

Computer Services Help Desk Worker
April-May 2009, August 2009-May 2010 Cedarville University

- Write, edit, and maintain online computer help files
- Evaluate online procedures

Yearbook Staff Writer
August 2007-Present Cedarville University

- Write articles for Yearbook publication
- Conduct interviews
- Adjust writing according to unique themes

Cedars Staff Writer
January 2008-May 2008 Cedarville University Student Newspaper

- Wrote articles for the News section of the paper
- Conducted interviews
- Wrote several articles under strict deadlines.