

Angela M. VanDuinen

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Qualifications

- Excellent editing experience and strong writing skills
- Extensive project management experience
- Proficient working with print and electronic texts in a variety of genres
- Experience with usability testing, user-centered design, and research

Education

Michigan State University

January 2002-May 2005

College of Arts & Letters

B.A. in Professional Writing with emphasis on Writing, Editing, and Publishing

Cognates: English, History; Cumulative GPA: 3.5, with Honor

Professional Experience

Client Services Specialist—CSM Worldwide

May 2005-present

Okemos, MI

- Proofing and editing all creative content before release to clients
- Creating and managing layout of monthly and quarterly print materials
- Coordinating and supporting product publication and distribution

Research Assistant—WIDE Research Center

March 2005-May 2005

East Lansing, MI

- Facilitated usability testing sessions of a course management system
- Compiled and analyzed data for company and research purposes
- Co-authored research reports

Documentation Editor & Writer—LON-CAPA Development Team

August 2004-May 2005

East Lansing, MI

- Edited content in existing manuals and open-source system
- Wrote needed documentation for tutorials and help sections
- Created quick reference guides for LON-CAPA course coordinators

Undergraduate Writing & Digital Consultant—MSU Writing Center

August 2004-May 2005

East Lansing, MI

- Provided one-on-one support to undergraduate and graduate students and faculty
- Assisted clients with brainstorming, drafting, revising, and editing of writing and media compositions for courses from a variety of disciplines
- Co-facilitated workshops and classroom presentations

Editorial Intern—Fourth Genre

January 2004-May 2005

East Lansing, MI

- Managed 500-600 manuscripts per reading period for a nationally-circulating and award-winning journal of creative nonfiction
- Participated in manuscript screening process and provided line and developmental editing
- Composed manuscript reviews and standard and special rejections
- Facilitated expansion and update of web site

Content Developer & Web Designer—MSU Usability & Accessibility Center
East Lansing, MI

January-April 2005

- Compiled and edited content for website prototypes
- Participated in prototype testing at the developmental and usability stages
- Developed marketing-based content for UAC to be cross-applied to a variety of genres: web, brochure, and press packet
- Worked collaboratively to redesign the UAC website

Supervisor/Usher—Wharton Center for Performing Arts
East Lansing, MI

August 2002-August 2004

- Led staff meetings regarding position duties and event information
- Oversaw usher staff during performances
- Enforced house policies while ensuring patron safety

Medical Records Clerk/Receptionist—Mercy Family Care
Prudenville, MI

June 2000-December 2002

- Edited various correspondence for administrative staff
- Established clerk position and organized record department
- Instituted and maintained medical record surveillance system
- Oversaw maintenance of all filing systems

Awards & Activities

Dean's List—Fall, Spring, Summer Semesters

2003-2004

Dorothy Yoshimori Award for American Humanities & Literature—Recipient

May 2004

WritingTech Faculty Technology Training Workshop—Consultant

August 2004

Technical Skills

Cross-Platform User: Mac, Windows, LINUX, open source

Proficient in: Microsoft Office, Adobe Photoshop, Acrobat and PageMaker, Macromedia Dreamweaver

Learning: LaTeX and LyX, Microsoft Publisher, Macromedia Director and Premiere, Adobe InDesign

Related Coursework

Editing and Style, Technical Writing, Advanced Technical Writing, Multimedia Writing, Web Authoring, Visual Rhetoric and Document Design, Publication Workshop

References

David Cooper

Michigan State University; Professor and Editor of *Fourth Genre*
286 Bessey Hall, East Lansing, MI 48824-1033
(517) 432-2584; cooperd@msu.edu

Danielle DeVoss

Michigan State University; Director of Professional Writing and Professor
235 Bessey Hall, East Lansing, MI 48824-1033
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Jeff Grabill

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