

Rachel A. Clark

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Education:

Michigan State University, GPA: 3.3/4.0

B.A., Professional Writing, Technical Writing Track

B.A., Economics

Deans List: Fall 2000, Fall 2004

Work Experience:

May 2005-Present **Technical Writing Intern, TechSmith Corporation** Okemos, MI

- Wrote, edited, and produced tutorials for the Camtasia Studio 3.0 help file
- Created an index for Camtasia Studio 3.0 online help file
- Wrote video tutorial scripts for SnagIt applications for partnership with Quicken
- Assisted Technical Communications & Training teams in documentation and writing needs

June 2002-May 2005 **Server, Chili's Bar & Grill**, Portage & Okemos, MI

- Received Chilihead of the month, July 2003
- Largest increase in PPA, per customer average, January 2004
- Server trainer, trained numerous servers through the Chilihead Sizzle Training Program

Project Work:

Jan 2005-Present **Cherokee Allotment Period CD-ROM for the Cherokee Nation**

- Completed extensive research on the Cherokee Allotment period which involved the dividing up of communal tribal lands to each male tribal member from 1887-1940
- Assisted with the development of the CD-ROM's interface design and navigation
- Responsible for editing content and style in each node

Spring 2003

Envirotools Web Usability Project

- Conducted usability tests and analysis of user interactions on the Envirotools website
- One of two report editors responsible for the compilation of our team's final recommendation report

Fall 2002-Spring 2003 **Impression 5 Children's Museum Documentation Project**

- Designed wall documentation to encourage user interaction, experimentation, and learning in the Bubble Room Exhibit
- Created stationary books for the Bubble Room Exhibit to foster further learning on the subject of bubbles

Relevant Coursework:

Spring 2003

Undergraduate Teaching Assistant for Interpersonal Communications class

- Responsible for facilitating discussions related to interpersonal communication with a group of twenty-five students
- Assisted in proctoring exams

June-Aug 2002

Photo Communication Study Abroad in Scotland, Ireland, & England

- Developed photography and darkroom skills
- Viewed and analyzed the works of several renowned photographers, graphic designers, and other artists in Europe

Two years college Spanish proficiency

Technical Skills:

Proficient In:

- TechSmith Software Products (SnagIt, Camtasia Studio, Morae)
- Microsoft Office Suite Applications
- Adobe Photoshop
- Adobe Premiere
- Creating Basic Web Pages
- HTML Code
- Macromedia Director
- Macromedia Dreamweaver

Affiliations & Activities:

- National Society of Collegiate Scholars, Fall 2001-Present
- Member of Sigma Kappa Sorority, Alpha Tau Chapter, Fall 2000-Present
Historian, Spring 2002
- Intramural Soccer, Fall 2000-Spring 2003

Community Service:

- Runner for ABC Sports, MSU vs. Wisconsin football game, November 2005
- Ele's Place, April 2003
- Greeks in the Streets, April 2002
- Safe Halloween, October 2000-2003
- Presidential Primary, February 2000
- Senior Swirl Dance at Burcham Hills Retirement Community, November 2000-April 2004