

Brooke Boen-Burns

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Madison, Alabama 35758
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Career Objective

A challenging technical writing or editing position which will incorporate my nine years of computer experience and allow me to contribute in team-oriented projects.

Education

University of Alabama in Huntsville (Expected Graduation - December, 1996)
B.A., English - College of Liberal Arts (Communication Minor) GPA: 3.62

Relevant Coursework

Technical Writing
Technical Editing

Media Writing Psychology of Nonverbal
Media Editing Communication

Computer Skills

One to eight years experience with IBM PC versions of:
Word 6.0 Visio 3.0 Windows 3.11 Excel 5.0
WordPerfect 5.1-6.0 Autocad 10-12 DOS 6.2 Lotus 2.4-3.1

Work Experience

Engineering Administrator - Power Guard, Inc. January 1994 to March 1995

- Assisting with engineering proposal responses (writing, proofreading, tables, graphics, Autocad isometric drawings, etc.)
- Establishing tracking spreadsheet for Engineering capital budget (\$1.2 million)
- Designing and editing product information sheets
- Assisting Quality Department with preparations for ISO9001 certification

Technical Editor - ReelTalk, Inc. Contract Position, November 1994 - March 1995

- Assisted VP of Engineering with drafting and editing RT-101 User's Manual

Project Administrator (International/Midwestern US) - ADS Environmental Svcs.

January 1990 - September 1993

- Co-authoring product manual for international wastewater monitor
- Assisting with wastewater report writing, proofreading, graphics
- Creating schematics and site location sheets in Autocad