

ELLEN P. LONGMAN

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OBJECTIVE Seeking a technical writing position with growth potential in the Central City area.

SUMMARY OF QUALIFICATIONS

Background:

- Successful completion of graduate-level technical communication courses
- Experience in website development
- Experience with Microsoft Word, Microsoft Internet Explorer, and Macromedia Dreamweaver

Strengths: Able to accurately write about detailed subjects...excellent analytical, organizational, and communication skills... motivated to work both independently and as a member of a team.

EDUCATION

CENTRAL CITY COLLEGE, Central City, Florida
Bachelor_of Arts Degree – Psychology December 1997

COASTSIDE COMMUNITY COLLEGE, Coastal City, Florida
Associate of Arts Degree June 1993

EMPLOYMENT

REPUTABLE LANDSCAPING, Central City, Florida 2001 to Present
Administrative Assistant – Provide administrative support to fast-paced small business. Wrote and designed advertising brochure. Process accounts payable and accounts receivable. Provide telephone and in-person customer service.

SEABREEZE MARINE, Beach View, Florida 1990-2000
Office Manager – Multifaceted position in a family-owned business. Edited previous website, developed text and style of new website, provided telephone and in-person customer service, processed accounts payable and accounts receivable, produced financial statements.

TECHSOURCE, INCORPORATED, Central City, Florida 1998-1999
Office Manager – Provided administrative assistance and benefits assistance to software engineers. Coordinated company benefits information and provided orientation for new hires. Organized quarterly company meetings, oversaw mass product shipment, provided telephone and in-person customer service. Recipient of four Techsource Teamwork Awards.

NOTIONZ, Central City, Florida 1995-1996

Sales Associate – Worked for the holiday season only. Assisted customers with buying decisions. Received recognition for being top salesperson of the month.

REFERENCES

Available upon request.