

Professional Experience

Peace Corps, *Education Specialist*

Mauritania, Africa

Duties: Edit and improve the Ministry of Education's English Curriculum. Train teachers. Manage and implement curriculum for the community girl's center (Centre de Parrainage des Filles).

Accomplishments: Edited educational materials. Developed lesson plans based on already established benchmarks. Led teacher workshops and wrote a teacher's handbook. Managed and taught at a community center for girls. Taught a variety of classes ranging from English to web design. Redesigned and produced the Peace Corps RIM newsletter in both MS Publisher and Adobe InDesign.

6.06 – 1.08

4thpass INC., division of Motorola, *Technical Writer*

Seattle, Washington

Duties: Converse with subject matter experts to create end-user documentation for technical and non-technical users. Write and edit instructional materials. Use graphics programs such as Snagit, Adobe Illustrator and Photoshop to visually complement written explanations.

Accomplishments: Wrote, edited, and published a variety of end-user software documentation. Created instructional documentation for technical and non-technical users. Adhered to style guidelines. Accurately estimated timelines and saw projects through to production.

6.04 – 9.04

Children's Hospital, *Research Program Asst.*

Seattle, Washington

Duties: Assist the Director of Cardiology with all writing and publishing tasks including editing, illustrating and producing grants and journal articles.

Accomplishments: Worked with researchers to write and edit successful FDA and NIH grants. Created both poster and PowerPoint presentations. Published illustrations in major medical journals using Adobe InDesign, Illustrator and Photoshop. Designed and hand-coded the Director of Cardiology's website.

8.01 – 6.03

The Seattle Times, *Graphics Assistant*

Seattle, Washington

Duties: Prepare recurring newspaper pages for publication using QuarkXPress. Modify recurring graphics and illustrations using Adobe Illustrator and Photoshop. Read through and edit final text.

Accomplishments: Consistently met daily deadlines. Daily prepared and edited various sections of the newspaper for publication. Worked with artists and designers on special assignments.

9.99 – 12.00

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Education

University of Washington, M.Ed.

Curriculum & Instruction, Education Technology

9.04 – 6.06

Cornish College of the Arts, B.F.A.

Graphic Design

9.02 – 5.06

University of Washington, B.A.

Art History; Minor, Technical Communications

09.97 – 08.01

Computer Skills & Training

- { MS PowerPoint, Word, Excel
- { Adobe InDesign, Quark XPress
- { Adobe Photoshop, Illustrator
- { Framemaker, Text Wrangler
- { Dreamweaver, Flash
- { Adobe Authorware, Captivate
- { HTML, CSS (hand-coded)
- { Typing (50 wpm)
- { Troubleshooting Guru
- { Windows, OS X

Other Accomplishments

Cornish ICOGRADA Design Competition

Design Spotting, Best Idea

05.06

New Horizons for Learning

Visual Literacy and the Classroom, Published

04.05

French Fluency

Intermediate-High, Last Tested

06.06