

Susan W. LaVelle, Curriculum Vitae

CONTACT INFORMATION

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EDUCATION

BA Linguistics, Russian

*University of Minnesota–Twin Cities
May 2007*

MS in Scientific and Technical Communication (MS in S&TC) Minor in Literacy and Rhetorical Studies

*Department of Writing Studies
University of Minnesota–Twin Cities
Dec 2014
GPA: 3.862*

PROFESSIONAL QUALIFICATIONS

Graduate Coursework with Community Service:

*Grant Writer for African American Registry
<http://www.aaregistry.org/>
Usability Test Designer and Research Reporter for
MN Campus Compact <http://www.mncampuscompact.org/>
Internship in S&TC as Communications Technology Intern for
House of Charity www.houseofcharity.org*

Professional Experience

*Web Design
Editor for Writing Studies WRITEDITORS, referral list
Academic Editing services for theses/dissertations
Social Media, Blogging, Online Course Design
High School Writing Test Scoring and Assessments*

Editing and Writing Courses

*Intro to Editing
Editing and Style for Technical Communication*

Web Design
Proposals and Grants
Writing for Publication
Usability Testing
Professional Practice
History of Writing Technologies
Electronic Text
Evaluating and Assessing Writing
Information Design
Teaching and Learning on the Internet
Internship in Scientific and Technical Communication

Computer Skills and Proficiencies

Microsoft Word
Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver)
Wordpress, HTML
Social Media

PROFESSIONAL AND ACADEMIC ACCOMPLISHMENTS:

*Participant in Translation and Editing course, Advanced Russian cohort,
University of London, Institute of Advanced Studies, IGRS (Institute of
Germanic & Romance Studies), “Use Your Language, Use Your English,”
Summer school, July 2011*

*Panelist representing MS in S&TC students for the Writing Studies
Department’s Industrial Affiliates Spring Colloquium, “Technical
Communications Students on the Job: Internships, Interests, Interactions.”
University of Minnesota, May 6, 2011*

*Student representative on the “Portal3 Committee” for “myU”
Portal website redesigns, 2010–2011,
University of Minnesota–Twin Cities, OneStop*

*Second-place tie in Russian Translation Contest, 2014 Russian &
Slavic Language Department, University of Minnesota–Twin Cities*

PROFESSIONAL MEMBERSHIPS

*Society of Technical Communicators
Interaction Design Foundation
IEEE Communications Society
UXPA MN*

EMPLOYMENT HISTORY

<i>Information Design and Editing</i>	Independent Contractor 2012–Present
<i>Communications Technology Specialist (Website Manager)</i>	House of Charity, houseofcharity.org July 2014–Present
<i>K-12 Writing Assessment</i>	Data Recognition Corporation April 2013–Present
<i>Sr. Health Research Interviewer</i>	Office of Measurement Services, UMN July 2012–April 2013
<i>Freelance Academic Editor</i>	WRITEDITORS LISTSERVE Writing Studies Department August 2009–2014
<i>Enumerator</i>	2010 U.S. Census Bureau April 2010–June 2010
<i>Health Survey Interviewer</i>	MHS, School of Public Health Dept. of Epidemiology, UMN October 2007–January 2009
<i>Office Manager</i>	Threshold Technology, Inc. March 1997–September 2001