

Susan W. LaVelle

Information Design

Academic and Technical Editing and Writing

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Work Experience

Freelance Editor & Information Designer

August 2009–Present

Communication Technology Specialist

July 2014–Present

House of Charity, Minneapolis, MN

Website & Content Manager (houseofcharity.org)

K-12 Writing Assessment Scorer

April 2013–Present

Data Recognition Corp.

Seasonal Employee

Senior Health Survey Interviewer

July 2012–April 2013

Office of Measurement Services

University of Minnesota-TC

Health Research Interviewer

August 2007–January 2009

School of Public Health

Department of Epidemiology

University of Minnesota-TC

Office Manager

March 1997–September 2001

Threshold Technology, Inc.

Education

University of Minnesota-Twin Cities

BA, Linguistics, Russian

University of Minnesota-Twin Cities

MS Scientific & Tech. Communication

Minor in Literacy and Rhetorical Studies

Skills

Writing Editing Dissertation Editing for Non-Native English Speakers Copyediting
Scientific and Technical Editing Blogging Information Design Usability & User Testing
Writing Assessment Google Docs Microsoft Word Adobe Creative Suite HTML Web
Design Content Management WordPress Social Media Management Russian Post-
Translation Editing Health Research Interviewing Verbatim Dictation Songwriting
Project Management Questionnaire Design Online Learning Onsite Quality Evaluation