**English**

# **General Grizzly**

Lawrenceville, GA 30043

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## Education

**Georgia Gwinnett College**,Lawrenceville, Georgia, May 20XX

Bachelor of Arts in English, Language and Literature Concentration

GPA: 3.0/4.0

## Relevant Coursework

English Composition II, Modern English Grammar, Introduction to Language and Linguistics, Creative Writing Workshop: Fiction, Technical Writing and Communication Practices

## Special Skills

**Computer**: Microsoft Office, Adobe InCopy, AutoCrit, Final Draft

**Foreign Language**: Fluent in Spanish, verbal and written

## Internship Experience

**CWR Digital**, Lawrenceville, Georgia

*Technical Writer Intern* Fall 20XX

* Collaborated with team members and supervisor to produce user manuals, job aids, installation instructions and other product documents for customers
* Assisted in gathering research of technical information, including test specification, drawings, prototypes and interviewing subject matter experts
* Contributed to the development of video-based material for training programs

## Other Experience

**Georgia Gwinnett College Campus Bookstore**, Lawrenceville, Georgia

*Textbook Associate* August 20XX - Present

* Assist customers in finding the correct book for their semester schedule
* Operate and process the online ordering system for all online orders
* Address issues raised by students concerning their class schedule, textbook, or any general issues
* Delegate job assignments to team members during book rush to make sure all students were handled properly

## Activities & Awards

Georgia Gwinnett College Dean’s List

Student Government Association, Member