

# Jennifer M. Hutain

Goleta, CA 93117

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## SUMMARY OF QUALIFICATIONS

Friendly, dependable, mature, intelligent, and organized. Strong writing and communication skills. Willingness to adapt and learn. Computer proficiency. Knowledge of Spanish and Portuguese.

## EDUCATION

*University of California, Santa Barbara*, Santa Barbara, CA, Third-year Graduate  
Major in Global and International Studies, Minor in Professional Writing for Business Communication  
Date of Graduation: June 2009  
Cumulative GPA: 3.5

## EMPLOYMENT HISTORY

- Independent Technical Writing Contractor, *Direct Relief International*, Goleta, CA 9/2009-current
- Cashier, *Michael's Arts and Crafts*, Goleta, CA 10/2008-current
- Complete up to \$3,000 in sales transactions each shift
  - Assist customers with locating and transporting items
- Technical Writing Intern, *Direct Relief International*, Santa Barbara, CA 3/2009-6/2009
- Work with subject matter experts to create instructional documentation
  - Edit and complete instructional documentation for applicable computer programs
- Writing Intern, *UCSB Sustainability*, Santa Barbara, CA 4/2009-6/2009
- Create promotional material for use on and around UCSB campus
  - Edit and contribute news stories to the bi-monthly newsletter
- Public Relations Intern, *Media Pitchers*, Santa Barbara, CA 10/2008-12/2008
- Pitched story ideas to dozens of media reporters and editors each shift
  - Assisted with planning and brainstorming of start-up business
- Cashier, *Javan's*, Goleta, CA 3/2007 – 6/2008
- Completed up to 200 cash and credit transactions per shift
  - Helped prepare variety of foods to satisfaction of customers
- Receptionist, *Woodbridge Glass and Werner Systems*, Tustin, CA 8/2006 – 9/2006
- Answered and coordinated over 200 phone calls per day
  - Used Broderbund Print Shop to create appealing monthly company newsletters

## PERSONAL ACTIVITIES AND SKILLS

Completion of six courses in professional business writing

Proficient skill with MS Word, PowerPoint, Excel, Publisher, Outlook, Macromedia Dreamweaver, Adobe PageMaker, Broderbund Print Shop, RWD InfoPak