

FUNCTIONAL RESUME

Dorothy Marie Mason
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OBJECTIVE

Position in adult education outreach program utilizing background and experience in curriculum development for adults and media production.

WRITING AND COMMUNICATION SKILLS

Developed curriculum for two adult education courses designed to help adults prepare for mid-life and retirement years. Preparation involved extensive research of current sociological studies, with emphasis on the special needs of adults in role transition. Worked on and edited News Scenes, the bimonthly newsletter or the Adults in Change Project. Developed interpersonal skills during four years as high school teacher.

MEDIA PRODUCTION SKILLS

Production Assistant for two educational television series, The Photographer's Eye and Consumer Basics. Gained knowledge of financial requirements for production. Utilized journalistic and editorial skills as Writer/Editor of News Scenes.

EDUCATION

University of Wisconsin-Milwaukee, 1991
Bachelor of Science, Secondary Education
Major: Broad Field Social Studies
Concentration: Sociology and Psychology

WORK HISTORY

Curriculum Associate, Adults in Change Project, Adult Studies Institute
Cannon Community College, Butte, Montana 1996-present
Production Assistant, Media Production Cannon Community College, Butte, Montana 1995-1996
Intern, Sayers Monthly, Sayers, Idaho 1995
Social Studies Teacher, Morris County High School, Sayers, Idaho 1991-1995

Na podstawie: <http://www.uwm.edu>