

## FUNCTIONAL RESUME

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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>