

# Joseph C. Dugan

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## Profile

Enthusiastic communications specialist with years of experience in writing and editing, Web design and SEO/marketing. Proven leader with a background in staff supervision and management. Dedicated team player. Successfully completed a competitive internship in technical writing and PR for a global leader in progressive technology. Eager to utilize my skills in communication, organization, and administration to achieve dynamic growth at a forward-thinking company.

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## Education

**Cedarville University** – Cedarville, Ohio

May 2007 – Bachelor of Arts in English; minors in honors, creative writing – GPA: 3.93 (*summa cum laude*)

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## Honors / Achievements

Four performance-based bonuses at POLY Returnee Education Institute, 2008-2009; Top 7% for National Parliamentary Debate, 2006-07; Department scholarship (single award recipient selected by faculty), 2006-2007; Various journalism awards issued by the Baptist Press, 2005-2007; Sigma Tau Delta Web Design Award, 2005-2007; Sigma Tau Delta campus prose contest winner, 2005-06; Nomination for “Best Campus Author,” 2005-06; Cal Thomas Award for Journalism, 2004-2007; Deans Honors List, 2003-2007; “Cedarville Scholar” academic leadership award (top 1% annually), 2003-2007

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## Skills

Extensive computer and Web design proficiencies (SEO, HTML/CSS, Dreamweaver, InDesign, Quark, PhotoShop, Windows/Mac/Linux OS); 120+ wpm typing; Precise AP/Chicago Manual copywriting and editing; Fluent technical writing; Conversational Korean; Polished approach to staff training and client/corporate presentations; Creative management experience (<http://www.expatlit.com>); Achievement in curricular program development

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## Professional Experience

2007–2009	POLY Returnee Education Institute <i>English Language Instructor / Program Supervisor</i> <ul style="list-style-type: none"><li>Planned and executed dynamic lessons for a wide range of classes</li><li>Supervised teachers; conducted interviews and training; consulted on HR</li><li>Created cutting-edge teaching materials, workbooks, and slideshows</li><li>Developed and administered <a href="http://www.jkconnect.com">http://www.jkconnect.com</a></li></ul>	Seoul, S. Korea
2006–2007	Barco Simulation, LLC. <i>Marketing / Technical Writing Intern</i> <ul style="list-style-type: none"><li>Researched and drafted corporate press releases</li><li>Edited technical copy to achieve maximum readability</li><li>Produced exciting, graphics-rich promotional materials</li></ul>	Xenia, OH
2005–2007	Cedarville University – Writing Center <i>Consultant</i> <ul style="list-style-type: none"><li>Tutored university students in one-on-one and small group sessions</li><li>Revised and edited papers across a range of disciplines (MLA, APA)</li><li>Developed an innovative Web portal for student and consultant resources</li></ul>	Cedarville, OH
2003–2007	Cedarville University – Computer Services <i>Web Design Assistant</i> <ul style="list-style-type: none"><li>Liaised between Web design staff and university faculty</li><li>Created colorful graphics displays and clean, user-friendly layouts</li><li>Designed sophisticated Web pages consistent with W3C standards</li></ul>	Cedarville, OH
2003–2007	Cedarville University – <u>Cedars</u> Student Newspaper <i>Managing Editor</i> <ul style="list-style-type: none"><li>Progressively promoted from staff writer to editor to managing editor</li><li>Restructured staff, fiscal budget; cultivated team productivity</li><li>Reconfigured News, A&amp;E sections; spearheaded new “Lifestyle” section</li><li>Assigned and edited stories; produced flawless copy on tight timetables</li></ul>	Cedarville, OH