**George P. Burdell**

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| **Objective** |
| To plan, create, and manage technical writing needs within a team at an enterprise IT firm. |
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| **Skills and Accomplishments** |
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| Management | Led a team of four technical communication undergraduates to edit a technical report for the non-profit Computer Recycling Initiative, test it with in-person and online audiences, and revise it for publication. |
| Innovation | Proposed and implemented a series of HTML-based virtual applications for Mac OS 7.5 and 8.0 with a focus on Internet client programs. |
| Design and Layout | Created an online museum of “Jurassic Technologies” selected from the projects of twenty undergraduate students. |
| Technical Expertise | Expert in digital writing tools including Microsoft Word, HTML, XML, and Markup. Intermediate in photo editing and design tools including Adobe Creative Suite. Familiar with online content publishing with Wordpress. |
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| **Employment History** |
| Technical Support, Mindspring Internet, Atlanta, Georgia, 2018-1019.Sales Representative, Game Keeper, Duluth, Georgia, 2017-2018. |
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| **Education** |
| B. S. in Professional and Technical Writing, New York City College of Technology, May 2019. Specialized in Communication Design.  |
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| **Professional Socities** |
| Society for Technical Communication, 2017-Present. |
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| **Special Qualifications and Honors** |
| Fluent in French and Latin. | Computer overclocking enthusiast. | Eagle Scout, Boy Scouts of America, June 2014. |
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| **References** |
| Jason Ellis, Professor, English Department, New York City College of Technology, 300 Jay St., Brooklyn, NY 11201, 404-555-1234, jellis@citytech.cuny.edu. | John Yossarian, Team Leader, Mindspring Internet, 123 Peachtree St., Atlanta, GA 30303, 404-555-3456, john.yossarian@mindspring-internet.com. | Hermione Granger, Pastor, United Methodist Church, 123 Main St., Alpharetta, GA 30004, (770) 555-6789, wingardium.leviosa@churchemail.org. |