

Rita B. Sattle

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JOB OBJECTIVE

I am pursuing a career in Technical Communication, one that will allow me to work at the forefront of the field with programmers, software engineers, and like-minded developers. Working on such projects as writing online help manuals, software documentation, and e-commerce solution guides would be ideal, giving me the opportunity to use my communication and technical backgrounds together. I am seeking a full-time position in the fields of publishing and information technology.

EDUCATION

Allegheny University, Pittsburgh, PA 49707
Bachelor of Arts, Communication and Professional Writing
August 2000 to May 2005 Major GPA 3.75/4.00

EMPLOYMENT

Auction Support Coordinator, October 2004 to present
cSeller, Inc., Pittsburgh, PA

A majority of my time is spent working directly with clients using our auction platform software, addressing end-user issues, trainings, and software bugs. I also spend time working on training assurance and reporting, have developed the support solution base, and have assisted in the revision of all support process documents and e-mail templates. I have contributed to the site redesign with the product development team and the logo-redevelopment effort with the marketing team.

Campus Organizer, August 2004 to October 2004
Pennsylvania Public Interest Research Group, Pittsburgh, PA

As a Campus Organizer, I work with college students to address grassroots, domestic, and international environmental and public interest issues. I organize campaigns for awareness and education, lobbying, and issue advocating sessions. We bring in guest speakers, run press conferences, and discuss issues with legislators and public figures.

Technical Writer, September 2003 to May 2004
Agriculture Information Technology, Allegheny University

As a technical writer, my projects included software documentation, user guides, website documentation, and multimedia development. Our main goal was to create e-solutions for those involved with the School of Agriculture and Extension Education Program.

Research Assistant, August 2003 to May 2004
Department of Digital Publishing, Allegheny University

I worked alongside a talented corps of academics to establish the protocol and materials needed to get the DDP up and running. The center will function as a valuable piece of the newly developing Innovation Park project, also will highly benefit Allegheny University.

Director of Marketing and Public Relations, August 2001 to August 2002
HL Digital Productions, Green Castle, TN

I worked as the promoter for an up-and-coming digital production company. My responsibilities included development of new business partnerships, researching potential business pathways, and writing business proposals and film literature.

Reporter, September 2002 to December 2002
The Allegheny Journal, Allegheny University

I served as a reporter and storyteller for the daily student-operated newspaper, writing between two and three stories a week. I was also involved with editorial and layout work.

REASONS FOR CONSIDERATION

My previous experiences have enabled me to develop adaptability, leadership, and excellent communication skills. Meanwhile I have been able to hone my work ethic, teamwork skills, and positive attitude. These tools give me the confidence to approach employment as an opportunity to develop both my projects and myself as a professional. I have a high interest in working for a firm that is at the forefront of the industry that could give me the opportunity to create documents that would make a difference for many businesses, schools, and individuals.

APPLICABLE SKILLS

I have a background in using many current software programs, as well as both Macintosh and IBM based machines. I am proficient with all programs in Microsoft Office and Macromedia Studio MX packages, and the Adobe collection of Photoshop, PageMaker, Acrobat, InDesign, and FrameMaker.

ADDITIONAL ACTIVITIES

Varsity Track & Field and Cross-Country athlete, Allegheny University

I have spent four years on the varsity squad, in which time I have earned four varsity letters, two team Captain Elections, and numerous awards.

Member and Vice-Chair, Captain's Table, Allegheny University

As a representative of the Cross-Country team, I have served as a member of the monthly-meeting group that handles athletic related issues that are brought forth, discussed, and addressed, and served as the social committee chair, planning events for the department.

Member and Vice President, Professional Writing Club, Allegheny University

In my elected positions I am responsible for bringing in guest speakers, organizing functions, and establishing networks between students and potential employers

Member, Public Relations Student Society of America, Allegheny University

I recently became a member of PRSSA to develop my knowledge of the field of PR, to learn about current events relevant to the career, and to develop networks for my future career.

Member, Lambda Pi Eta, National Communications Honor Society, Allegheny University

I joined this prestigious club by fulfilling the prerequisites of scholarship and membership in the Communications department.

Member and President, Environmental Action, Allegheny University

I was selected as the President of the club for my second year of membership, and help organize mass information campaigns, social gatherings, and guest speakers.

Mentor, Raven Network, Allegheny University

I served as a mentor for two years based on nomination from instructors, and spoke with potential incoming students about the benefits of the programs at Allegheny and the University itself, as well as offering guidance and support to younger undecided students considering studies in my major.

ADDITIONAL EVENTS AND HIRING STRENGTHS

Assistant to the Director, Technology and Writing Conference 2002, Allegheny University

Student Assistant Coach, Allegheny University Cross-Country, Allegheny University

Assistant Coach and Camp Counselor, Washington High School, Pittsburgh, PA

Director, Environmental Awareness Campaign 2003-2004, Allegheny University

Property Manager, Pine Tree Properties, Green Castle, TN

Committee Chair, Campaign for the National Professional Writing Club, Allegheny University

Student and Instructor, Universal Tae Kwon Do Association, Green Castle, TN

REFERENCES ARE AVAILABLE UPON REQUEST