

JOE COOL

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110 Dune Place #22
West Lafayette, IN 47906

EDUCATION

Bachelor of Arts in English, Purdue University, West Lafayette, IN

May 2007

Major: Professional Writing

Minor: Communication

Relevant Courses: Professional Writing Research; Introduction to Professional Writing; Computer-Aided Publishing; Digital Rhetoric; Business Writing; Review Writing; Advanced Professional Writing

EMPLOYMENT

Purdue University, West Lafayette, IN

Marketing Specialist, Agricultural Communications Exhibit Center

Nov. 2006 to May 2007

- Made initial contact with clients, leading to over \$20,000 in contracts
- Wrote and conducted national telephone survey to discover specific client needs for exhibit rentals
- Established a marketing database for present and future educational exhibit rentals
- Coordinated several client contracts for exhibits, delivery, and set-up
- Contributed to written promotional materials for educational exhibits

Job Title, Agricultural Research Programs

Oct. 2002 to Aug. 2005

- Coordinated yearly "Day-On-Campus" for eight (8) statewide Purdue Agricultural Centers
- Planned and oversaw yearly "New Faculty Orientation Day" for the College of Agriculture
- Produced educational handouts, grant proposals, and other materials
- Proofed the pre-press copy of agricultural source documents and training materials
- Assisted in the formatting and submission of state and federal agricultural grants and proposals

Wolfelt's Electronics and Security Systems, Lafayette, IN

Assistant Operations Manager

Aug. 1994 to Sept. 1997

- Prioritized between security alarms, answering service calls, and regular office calls
- Entered event data from fire, police and medical services staff to conclude alarm occurrences
- Coordinated employee semester schedule
- Provided back up for sick time and vacation
- Trained new hires in a UNIX-based system
- Revised internal procedural manual

SOFTWARE KNOWLEDGE

Microsoft Office Suite

Adobe Dreamweaver

Adobe Acrobat

Adobe InDesign

References Available Upon Request