

CHARACTERISTICS / ATTRIBUTES

Office

- Typing 90 WPM
- Telephone / Multi-Lines
- Fax Use
- Copy Machine

General / Occupational Skills

- High Organizational Skills
- Works Well in Teams
- Motivated
- Not Afraid to Ask Questions

General Computer Skills

- Basic Printer Use
- Basic Printer Service (toners, jams)
- PC Assembly Knowledge
- Basic Hardware Knowledge (installation of modems, sound cards, video cards)

Software Knowledge

- Windows 3.11, 95, 98, ME, XP, Vista
- Word/WordPerfect
- Internet Explorer, Firefox, Chrome

Software Knowledge (cont.)

- MS Publisher
- Page Maker
- Adobe Acrobat, Dreamweaver
- MS Movie Publisher
- FTP Knowledge
- Corel Paintshop, Photoshop
- Excel / Lotus
- PowerPoint / MS Access
- Outlook
- MS Office (all versions to present)

BACKGROUND (EMPLOYMENT INFORMATION)

CSU Community Literacy Center

January, 2009—Present

Supervisor : Tobi Jacobi
Email : tobi.jacobi@colostate.edu
Outside Info : <http://literacy.colostate.edu/>

Description of Duties: Lead intern for the SpeakOut! Program in the Community Literacy Center. Facilitating creative writing workshops for incarcerated women at the Larimer County Detention Center. Overseeing the creation/implementation of a workshop for incarcerated men (also at the LCDC). Copy-editing: creating a journal at the end of the semester that will include work from both men and women at the LCDC as well as youth groups from Turning Point. Other duties include: lesson planning and researching (i.e. program information from other colleges, creative writing prompts, support groups for post-incarceration).

The Copper Nickel

January, 2007—January, 2008

Supervisor : Jennifer Davis
Email : jennifer.davis@cudenver.edu
Outside Info : <http://www.copper-nickel.org>

Description of Duties: Fiction board member. My duties included reading short stories that were submitted to the magazine for publication (50-100+ stories a month). The board would then decide which stories were accepted for publication.

Red Rocks Community College Foundation

August, 2005—July, 2007

Supervisor : Paulann Doane, Julie dyke
Phone : 303-914-6425

Description of Duties: Administrative Assistant for the Red Rocks Community College Scholarship Foundation. My duties included research (scholarship-based), answering phones, filing, typing, entering data into various spreadsheets, tracking scholarship recipients, evaluating scholarship applications.

White Wolf Publishing Company

January, 2001—January, 2003

Supervisor : Steward Weick
Address : 1554 Litton Dr, Stone Mountain, GA

Description of Duties: Freelance Writer for the Everquest Role-Playing Game Series. I also engaged in editing poorly written materials and transforming them into something the company could publish. List of publications on following page.

NOTORIETY (PUBLISHED WORKS)

Train, S. (2009) *Midnight Screaming Literary Magazine*. "Pine Box."

*Entries below published under maiden name: Stephanie Smith

Smith, S. (2008) *The Copper Nickel Literary Magazine*. "Book Girl."

Smith, S. (2003) *EQRPG: Realms of Norrath—Dagnor's Cauldron*. Credits: City of Kaladim (52-64).

Smith, S. (2003) *EQRPG: Realms of Norrath—Forests of Faydark*. Credits: Felwithe and Kelethin (57-79).

Smith, S. (2002) *EQRPG: Al'Kabor's Acrana*. Credits: Signature Characters (54-123).

Smith, S. (2002) *EQRPG: Realms of Norrath—Everfrost Peaks*. Credits: Blackburrow (84-102).

Smith, S. (2001) *EQRPG: Game Master's Guide*. Credits: Epic Weapons (178-198).

Smith, S. (2001) *EQRPG: Player's Handbook*. Credits: Signature Characters (55-104).

INTELLEGEENCE SCORE (EDUCATION)

Institution : Colorado State University
Degree : MFA in Creative Writing (Fiction). This degree is in progress.
Emphasis : Creative writing, publishing, editing
Honors : Recipient of the Tremblay-Crow Writing Fellowship
Americorps Scholarship Recipient

Institution : University of Colorado at Denver
Degree : English (Creative Writing) - Degree Earned 2008
Honors : Graduated Summa Cum Laude, National Dean's List
Emphasis : Writing, grammar, technical writing, proof-reading, word-processing

Institution : Red Rocks Community College
Degree : Associate of Arts—Degree Earned 2006
Honors : Phi Theta Kappa, National Dean's List

CHARISMA (SPEAKING EVENTS / CONFERENCES)

Colorado State University English Department Colloquium

The Politics of Incarcerated Women's Writing

November 5, 2009

Description: Participation in research, organization and presentation of material. Co-presenters include Tobi Jacobi.

Colorado State University's Women at Noon

Speaking Out from Jail: The Power of Writing for Incarcerated Women

October 21, 2009

Description: Participation in research, organization and presentation of material. Co-presenters include: Tobi Jacobi, Cheyenne Moore, Summer Whisman.

Colorado State University's Fourth Annual Women's Conference

Redefining Ourselves: Beyond Borders and Boundaries.

Women in Prison: Representations from pop culture, documentary, and incarcerated writers.

March 28, 2009

Description: Participation in research, organization and presentation of material. Co-presenters include Tobi Jacobi, Tami Woods, MacKenzie Moore.