

TANNER CARL

OBJECTIVE Seeking to find employment in the technical writing field.

EDUCATION **INDIANA UNIVERSITY OF PENNSYLVANIA – INDIANA, PA 15705**
BACHELOR’S DEGREE IN ENGLISH - WRITING STUDIES –GRADUATED
ON MAY 11, 2019

- Valedictorian of English BA program
- Summa cum laude
- Carried a 4.0 GPA

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE – JOHNSTOWN, PA
15904 – ASSOCIATES DEGREE OF LIBERAL ARTS AND SCIENCES –
GRADUATED ON MAY 6, 2017

- Carried a 4.0 GPA

EXPERIENCE **VOLUNTEER WORKER, EBENSBURG UNITED METHODIST CHURCH OPERATION CHRISTMAS**
CHILD SHOEBOX CAMPAIGN

2011-present

Collect items year-round to pack in shoeboxes to ship to children around the world. In November, we organize all that was collected, to pack and label shoe boxes to be shipped to collection centers for Samaritan’s Purse.

VOLUNTEER WORKER, EBENSBURG UNITED METHODIST CHURCH, FELLOWSHIP COMMITTEE

2001-present

Help with set up for various events held in church, such as dinners and activity nights. Arranged tables, seats, put up decorations, and assisted in clean-up.

LITERARY STUDIES INTERN, INDIANA UNIVERSITY OF PENNSYLVANIA

2018

Created promotional brochures, flyers, and a postcard for the Indiana University of Pennsylvania’s English Department. Updated course checklists. Assisted professors in researching other universities’ syllabi for updating the curriculum. Researched potential department event ideas.

VOLUNTEER STUDENT, PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

2015-2017

Helped represent the college at school booths during high school fairs, PHCC open houses, and Ebensburg Potato Fest. Answered questions that anyone had about being a student there, handed out pamphlets and promotional items.

VOLUNTEER WORKER, EBENSBURG UNITED METHODIST CHURCH LOCAL MISSIONS TEAM

2009-2015

Helped with various simple home repairs for members in the community, such as preparing a building for painting, handrail repair, trim trees, painting, mowing and other yard work.

SKILLS AND ABILITIES

- Writing: Published many articles in the high school newspaper. Writing essays for college courses.
- Microsoft Office: Proficient in using Microsoft Word, Excel, PowerPoint, and Publisher.
- Editing: Reviewed and edited peers' papers for final drafts.

**ACTIVITIES AND/OR
ACCOMPLISHMENTS**

- Participated in Scholastic Quiz Team for 1 year.
 - Inducted into the Northern Cambria H.S. National Honors Society.
 - Received Spanish Awards for 3 consecutive years.
 - Received the Outstanding Microsoft Office I Student, Outstanding U.S. Cultures II Student, and the Outstanding World Cultures Student awards, Math Heritage Conference Award, Perfect Attendance Award, Outstanding English Student Award in high school.
 - Received High Honor Roll throughout high school career.
 - Graduated High School Class Salutatorian.
 - Inducted in the Phi Theta Kappa International Honor Society.
 - Pennsylvania Highlands Community College Board of Trustees Scholarship.
 - Northern Cambria Rotary Club Scholarship.
 - Indiana University of Pennsylvania Transfer Student Scholarship.
 - Received the English Department 2017-18 Student of the Year, Second Place Play and Screenwriting, Third Place Linda Haldeman Short Fiction, Honorable Mention Creative Non-Fiction at IUP, Junior year.
 - Received the English Department Wm. Betts Senior Scholar Superior Academic Achievement, Outstanding Internship, and Bachelor of Arts in English program Valedictorian, IUP Honors graduate and English Honors graduate at IUP, Senior year.
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References Enclosed

TANNER CARL

REFERENCES

CHRISTOPHER ORCHARD

Indiana University of Pennsylvania, Professor

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Neighbor

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