

Janet Tantrum

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Mello Park, CA 94556
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PROFESSIONAL SUMMARY: Skilled scientific researcher and writer looking for a freelance or part-time position as a technical writer or graphic designer utilizing valuable communication and analytical skills, including extensive experience in computer research and design; copy writing and editing, plus fluency in Spanish language

PROFESSIONAL EXPERIENCE

Physical Science Aid and Technician

20xx - present

Unnamed Federal Organization, Mello Park, CA

- Digitized and modified topographic, geologic and land-use maps
- Assisted in the preparation of 3 published articles and 2 internal reports
- Drafted and modified scientific figures for publication

Technical Consultant

20xx - 20xx

Jello Geotechnical, Inc., Mello Park, CA

- Wrote and presented publication-quality risk assessment reports for clients
- Designed and produced technical and schematic graphics using *Adobe Illustrator*, *Adobe Photoshop*, *MacDraw Pro* and *Superpaint*
- Developed and programmed custom earthquake databases for seismic hazard modeling of properties using *dBase*, *MapInfo*, *Microsoft Excel*, and GIS software
- Collected, measured and evaluated engineering properties of soils

UNIVERSITY EXPERIENCE

Teaching Assistant

20xx – 20xx

Department of Geological & Environmental Sciences, Mightybig University, Bigville, CA

- Designed, prepared and taught laboratory exercises to 30 students
- Prepared 85 page laboratory exercise book with 40 original figures and diagrams
- Developed exam materials and graded course work with professor

Research Assistant

20xx – 20xx

Department of Geological & Environmental Sciences, Mightybig University, Bigville, CA

- Organized and executed original scientific research on volcanic rocks from Eastern California
- Wrote 3 research papers (published/in press), presented 5 papers at national meetings and led 10 seminars
- Designed novel laboratory device using Microsoft *CAD/CAM*

COMPUTER SKILLS

- Extensive computer graphics design experience using *Adobe Illustrator*, *Adobe Photoshop*, *MacDraw Pro*, *Claris SuperPaint*, and *Microsoft CAD/CAM*
- Advanced programming ability in *FORTRAN*, *Turbo Pascal* and *dBase*
- Advanced word processing skills with *Quark Xpress*, *Microsoft Word*, and *MacWrite*
- Extensive experience with Macintosh, Windows, UNIX, DOS, Apple & RSX-11M systems

EDUCATION

Mightybig University, Bigville, CA

M.S., Geological and Environmental Sciences (GPA 3.80)

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Washington University, St. Louis, MO

B.S., Geology – Magna cum Laude (GPA 4.0)

(Minor: Civil Engineering)

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PUBLICATIONS AVAILABLE UPON REQUEST