

Cherie Bentley Daniel

3802B Run of the Oaks Street • Austin, TX 78704 • 512-636-0452 • cherie@nightowlwriting.com

Objective

To obtain an English Language Arts internship position as the teacher of record in a middle school or high school in the greater Austin area.

- Currently enrolled in the alternative certification preparation program, iteachTEXAS.
- Eligible for initial certification and a Probationary Certificate in 4-8 and 8-12 English Language Arts and Reading.
- Passed 117 English Language Arts and Reading 4-8 and 131 English Language Arts and Reading 8-12 TExES content exams.
- Preparing for 161 Special Education EC-12 TExES in February 2008.

Qualifications

Over seven years of experience planning, prioritizing, and executing communication projects in software development businesses.

- Researched, authored and edited marketing and technical documents.
- Expert knowledge of English language, grammar, punctuation, and style.
- Exceptional writing, editing, speaking and presentation skills.
- Collaborated with diverse groups of people, including development teams, management, business partners, vendors and customers.
- Practical ability to problem-solve, think creatively, multitask, adapt content to specialized audiences, respond to issues efficiently and produce quality deliverables under tight deadlines.

Education

M.A., Marketing Communication and Advertising • Emerson College • Boston, MA • 1998

- Coursework included communication theory, marketing, creative thinking, and advertising.
- GPA 3.48

B.A., English Writing/Speech Communication • SUNY Potsdam • Potsdam, NY • 1996

- Intensive English dual major in writing and speech communication.
- Coursework included 20+ credits of composition, 9 credits of literature, 20+ credits of communication.
- ΣΤΑ International English Honor Society
- ΑΠΗ National Communication Honor Society
- GPA 3.16

Employment

Del Valle High School • Del Valle, TX • 9/2007 to Present • Teacher

- Taught two Communication Systems CATE classes.
- Developed and implemented computer graphics and communication curriculum.
- Assisted with three inclusion classes in an English II department.
- Provided cooperative teacher support for two English teachers.

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HyPerformix • Austin, TX • 2/2006 to 9/2007 • Technical Writer

- Authored and maintained web help, release notes, user guides and installation guides for Windows software applications.
- Collaborated with development team, including identifying and documenting new features.

TOPAZ Technologies • Austin, TX • 9/2004 to 11/2005 • Content Writer

- Authored and maintained web help, user guides and installation guides for web based applications.
- Authored, designed and produced all printed marketing collateral, including content, design and format.
- Authored new content and updated existing content for over 25 training guides for product training seminars.

Facilities Technology Group/Percipient Solutions • Austin, TX • 3/2003 to 4/2004 • Communication Coordinator

- Authored, designed and produced marketing collateral.
- Authored and maintained software documentation, including user manuals and testing documents.
- Contributed to product development through software/hardware installation, testing, post-sales training and support.

Strategic Technology Group of EPM, Inc. • Framingham, MA • 9/1999 to 6/2002 • Content Writer

- Responsible for all documentation utilized by management, software developers and engineer-level end users.
- Documentation adhered to strict NRC (Nuclear Regulatory Commission) 10CFR50 quality assurance guidelines; of 30+ documents produced, 100% were successfully audited by NUPIC (Nuclear Procurement Issues Committee).
- Authored and maintained software documentation, including project plans, requirement specifications, testing procedures, online/print user manuals, bug reports and verification documents.

Cytec Corporation • Boxborough, MA • 1999 • Marketing Assistant

- Maintained marketing and sales collateral library.
- Supported nationwide sales force through marketing material distribution and preparation of material for training, field support and annual sales conference.

Artgrafix/BearAir • Natick, MA • 1998 to 1999 • Customer Relations Representative

Qualex/Kodak • Marlboro, MA • 1997 to 1998 • Customer Relations Representative

Technology skills

- Microsoft Office suite: Word, Excel, PowerPoint, Outlook, Access
- Adobe design software: Photoshop, Illustrator, Pagemaker, InDesign, Acrobat, Framemaker
- Other specialized technology tools: HTML coding, Microsoft Project, Microsoft Visio, Macromedia RoboHelp, Captivate, MadCap Flare

Affiliations

- National Council of Teachers of English, student member