

Nathaniel Kaufman

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402-290-4555

Objective To obtain a meaningful and challenging career where I can practice the individual and collaborative approaches I learned in writing, editing, and document design courses

Education University of Nebraska at Omaha—BA in English with emphasis in writing, linguistics, and technical communication, May 2006

technical courses

- Technical Communication
- Digital Literacies for Technical Communicators
- Information Design for Technical Communicators
- Technical Editing
- Capstone Course in Technical Communication
- Various writing, linguistic, and literature courses

technical projects

- Designed an online style guide and print documents with two other students for the *Fine Lines* nonprofit, national, writing journal
- Designed website for students and faculty for the graduate studies Advanced Writing Certificate Program at UNO
- Several editing projects designed to model a job related environment using track changes
- Designed several instruction sets and manuals to gain on the job experience

portfolio website <http://www.ndkaufman.com> (current collection of my writing, editing, and print/electronic designs)

Knowledge and Skills

technical

- Outstanding writing and editing skills
- Copy and developmental editing experience in college courses
- Extensive knowledge of computer hardware and software with particular experience using: Microsoft Office, Adobe Suite CS, HTML, CSS, Paint Shop Pro, Visio, and several other software applications including web browsers and operating systems
- Ability to design various print and electronic documents

- communication**
- Organize and present data to suit the needs of an audience
 - Ability to work well as an individual, or within a community of practice towards a project deadline
 - Excellent customer/client communication and negotiation skills

- Work Experience**
- Computer Sales Representative, Best Buy, 2003-present
- Learn old and new knowledge of computer technologies
 - Strategize action plans for growth of the company
 - Train others in sales strategies and computer information
 - Direct customers to particular products that suit their needs and lifestyles

Various part-time positions during college 2000-2003

References Please contact me for references