Brook Trout

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EDUCATION

Slippery Rock University of Pennsylvania, Slippery Rock, PA
Master of Arts Degree, May 2008
Major: Student Personnel
GPA: 4.0/4.0

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science Degree, May 2006
Overall GPA: 3.43/4.0
Majors: English Professional Writing   GPA: 3.8/4.0
             Information Systems   GPA: 3.4/4.0
Minor: Communications   GPA: 3.7/4.0

RELEVANT COURSEWORK

Graduate	Undergraduate
Law in Higher Education	Technical Writing I & II
College Student Development	Advanced Research Writing*
Counseling Diverse Populations	Interpersonal Communication
Counseling Theory	Computer Concepts

* PowerPoint Manual written as part of the class

PROFESSIONAL ASSOCIATIONS

Pennsylvania Association of Colleges and Employers (PennACE), Spring 2007
National Association of Student Personnel Administrators (NASPA), Fall 2006
American College Personnel Association (ACPA), Fall 2006

PROFESSIONAL DEVELOPMENT

Annual PennACE Conference**,** Carlisle, PA, May 2007
SSHE Pennsylvania Leadership Institute, Fall 2004

PROFESSIONAL EXPERIENCE

Career Counselor (Assistantship), Slippery Rock University, Slippery Rock, PA   August 2006-January 2006
- Created and managed a database to record appointments with students
- Wrote and designed two brochures, a bookmarker, and an assessment survey
- Counseled students about making major and career decisions
- Presented to classes about topics including: resumes, cover letters, references, thank you letters, interviewing techniques, and job hunting strategies

*Management of IS Internship***,** Instron/Satec Systems, Grove City, PA   January 2006– May 2006
- Provided assistance in a systems analysis project by converting an old database by fixing macro errors so that reports would export

*Technical Writer***,** Instron/Satec Systems, Grove City, PA   May2005 – August 2005
- Wrote, revised and prepared manuals for shipment and/or translation
- Worked closely with engineers to ensure technical data was accurate

*Technical Writing Internship***,** Instron/Satec Systems, Grove City, PA   May 2004– August 2004
- Wrote, revised and prepared manuals for shipment
- Created a database with forms and reports to manage MSDS information

HONORS

Pennsylvania Technology Scholarship, 2004-2005 & 2005-2006
Marjorie Stephenson Scholarship, 2003-2004 & 2004-2005
Carl and Louise Woodling Scholarship, 2002-03 & 2003-2004
Golden Key National Honor Society, Fall 2004-Spring 2006
- o   Secretary, 2005-2006
Sigma Tau Delta English Honorary Society, Fall 2004-Fall 2005
Dean's List, Clarion University, 7 semesters

COMPUTER SKILLS

Programs: Microsoft Excel, Publisher, Access, FrameMaker,
PageMaker, Photoshop, DreamWeaver, Corel Draw, and Fireworks

Languages: C, C++, COBOL, HTML, and JavaScript

ACTIVITIES

Webmaster for Center Presbyterian Church, centergc.org, June 2006-Present
Microcomputer Lab Assistant at Clarion University, Fall 2005-Spring 2006
Writing Center Tutor , Fall 2004-Spring 2005