

# Haley Marie Vingsness

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**Objective** To obtain a technical writing internship with an engineering firm

**Education** Michigan Technological University (MTU), Houghton, MI

**BS Scientific and Technical Communications**, expected May 2009

Concentration in Mechanical Engineering; Honors Institute

Major GPA: 3.60 Cumulative GPA: 2.96

## Experience

Spring 2008 **Technical Writer Intern I**, M.C. Dean, Inc., Dulles, VA

- Developed electrical engineering contract bids for classified design/build security system projects
- Updated and maintained employee records for use in bid proposals

2006-2007 **Student Journalist**, MTU Office of the Provost, Houghton, MI

- Responsible for writing the initial draft of MTU's AQIP Systems Portfolio, an 100-page document required for university reaccreditation
- Develop and write news articles on AQIP, the continuous improvement accreditation process; assessment; and research
- Design publication layouts and publicity for the AQIP process

**Projects** **Publication Designer**, Mu Beta Psi National Honorary Musical Fraternity

- Created flyers, posters, three-fold brochures, and Powerpoint presentations for prospective fraternity chapters using Adobe Photoshop and InDesign

**Newsletter Editor**, MTU Society of Women Engineers

- Manage researching, writing, and layout design for section newsletter
- Publish and distribute newsletter to over 200 members and alumni

## Leadership

Fall 2007 **President**, Society of Women Engineers, MTU Collegiate Section

- Society of Women Engineers Future Leader (one of 20 nationally)
- National Collegiate Leadership Forum participant (one of 33 nationally)

2007 **Vice President and Class Instructor**, MTU Fencing Club

2005-present **MTU Engineering Research Scholar** (one of 20)

2005-2007 **MTU Board of Control Scholar Award** for creative leadership (one of 27)

## Skills

Systems Windows (98-XP), Mac OSX, Linux

Programming HTML, CSS, basic Java

Software Adobe CS3 (Photoshop, Illustrator, InDesign), CorelDRAW, Macromedia Dreamweaver, Jasc PaintShop Pro, Director, CAD (Unigraphics), LotusNotes