

Rachel Dinkins

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portfolio available online:
www.racheldinkins.wordpress.com/

education

B.A. English; Concentration in Professional Writing, expected May 2012, Magna Cum Laude
Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA
Current GPA: 3.66/4.0, In-Major GPA: 3.83/4.0

related courses

Technical Editing & Style

Grammar, structure, and style editing skills

Creating User Documentation

Production of print and online technical documents

Writing for the Web

Design, writing, and coding of websites

Designing Documents for Print

Design and production of business documents (newsletter, brochure, book cover)

Business Writing

Effective workplace communication skills (written and oral)

Science Writing

Technical documentation for natural and social sciences

computer skills

Adobe InDesign, Photoshop, Illustrator, Dreamweaver

HTML, CSS, XHTML

XML, DITA

Wordpress and Blogspot

Social Media brand management and marketing

Office software packaging, including word processing, spreadsheets, and presentations

experience

Content Developer, Vaccination Research Group, Virginia Tech, Blacksburg, VA - Spring 2012

- Conduct media research into vaccine controversy to develop content for website media kit
- Produce information sheets for vaccination research group media kit on website
- Search for, identify, and report on grant funding opportunities to senior researchers
- Produce comprehensive funding report that provides an overview of agencies and programs for reference

Development Intern, Center for the Study of Rhetoric in Society, Virginia Tech, Blacksburg, VA - Fall 2011

- Designed promotional flyers for upcoming speakers sponsored by the Center
- Researched and analyzed federal and private foundation funding opportunities for the Blue Ridge Writing Project
- Edited technical reports for style and content
- Prepared annual Blue Ridge Writing Project report for English Department

Technical Writing Intern, AOL, Dulles, VA - Summer 2011

- Revised 162 AOL Desktop Software help articles
- Published help article updates online using a knowledge management system (Consona)
- Answered 363 community forum questions on AOL Help site
- Authored and published three articles based on popular forum questions
- Moderated @AOLHelpSupport Twitter account

Undergraduate Research, Virginia Tech, Blacksburg, VA - Spring 2011

- Studied writing in contemporary environmentalism discourse through novels, articles, films, and blogs
- Blogged weekly to report findings and emerging themes within science writing field
- Developed an analytic paper on the persuasive appeal of local versus industrial food choices

Editorial Intern, *Loudoun Independent*, Ashburn, VA - Summer 2010

- Researched and published locally based human interest articles and press releases online (5) and in print (3)
- Edited copy based on AP style guide
- Interviewed persons for human interest articles

activities

English Department Undergraduate Research Conference panel on Vaccination Research Group - Spring 2012

Virginia Tech Undergraduate Research Conference poster presentation on "Using Local Logic" - Spring 2012

Interdisciplinary Research Symposium presentation on Center for the Study of Rhetoric in Society projects - Spring 2011

College of Liberal Arts & Human Sciences Ambassador - 2010-Present (Recruitment Team - 2011-2012)

Sigma Tau Delta (English Honor Society) - 2010-Present

Residential Leadership Community - 2008-2009

honors

English Undergraduate Research Conference Second Place Poster Design (cash prize) - Spring 2012

Dean's List (Spring/Fall 2009, Spring/Fall 2010, Spring/Fall 2011)

Virginia Tech Alumni Association scholarship (2008-2009)

Girl Scout Bronze, Silver and Gold Award recipient

Venture Crew Ranger Award recipient