

RESUME

JULIE MARTIN

5812 Perennial Lane, Wilmington, NC 28403
(910) 262-6401; itsjuliemartin@yahoo.com

Fields of Expertise: Technical and professional communication, technical copy editing, editing, instructional design, workplace training, electronic publication, composition.

Education: 2004-06, East Carolina University, Greenville, N.C.
1979-80, University of Wisconsin, Madison, Wis.
1976-79, University of Chicago, Chicago, Ill.

Degrees: M.A. English-Technical and Professional Communication, East Carolina University
B.A., English, certificate in women's studies, University of Wisconsin-Madison

TECHNICAL WRITING AND EDITING

Owner, Golden Day Technical and Professional Communication, Wilmington, N.C. (Feb. 2010 to present). Provide comprehensive communication services, including technical copy editing and procedure writing.

Editorial Assistant, East Carolina University Brody School of Medicine (October 2005-March 2006) Managed all technical documents for a medical research lab. Duties included writing consent documents for clinical trials and clinical research, editing research protocols and manuscripts; editing, preparation and submission of grant proposals to NIH; designing, maintaining Department of Internal Medicine and Photodynamic Therapy Web sites. Built and maintained databases for research laboratory and medical intensive care unit.

Office Assistant, East Carolina University Brody School of Medicine (March 2004-October 2005) Assisted physicians with writing projects and presentations, including grant proposals, manuscripts, posters, and PowerPoints.