

Bodie Paul Shallenberger

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SUMMARY

- Extensive background in writing, editorial arrangement, and copyediting content
- Strong academic and professional background in content development and document design
- Concrete skills in project management support, team collaboration, and timely communication

EDUCATION

Purdue University, College of Liberal Arts, West Lafayette, IN

BAs in English and Professional Writing; focus in writing and editing

Minor in African-American Studies

May 2011

Major GPA: 3.4/4.0

PROFESSIONAL EXPERIENCE

Orchard Software Corporation, Carmel, IN

September 2011-Present

Technical Writer

- Provide written documentation support for 3 major medical healthcare laboratory information systems software
- Write and prepare clear, concise technical programming information to hundreds of laboratories across the country
- Transcribe, edit, and update software manuals, documentation guides, and design specifications for projects
- Formulate words and concepts through programmers to convey points and actions that take place within the software
- Create, edit, and update website information and technical tips as well as corporation information and logistics

Demand Media Studios, Internet Industry

August 2011-Present

Freelance Writer

- Write technical, instructional, and topic view articles in AP style that let individuals complete simplified tasks
- Work closely with online senior editors while keeping stable communication in different geographical locations
- Research technical material in order to convey topics to readers; proofread articles before submitting to senior editors

The Journal of Purdue Undergraduate Research, West Lafayette, IN

March 2011-June 2011

Student Editorial Board, Student Editor

- Copyedited and proofread 8 submissions and articles of different technical affiliations using APA style
- Worked alongside students and faculty of different collegiate backgrounds—including sciences, engineering, and pharmacy—to edit and style 8 submission entries
- Formulated ideas and concepts to enhance the effectiveness of the undergraduate journal to better the journal for marketing and communication to different age groups

Purdue University Press, West Lafayette, IN

January 2011-May 2011

Senior Publishing Intern

- Updated Press website content creation and managed e-book publications of 15 titles
- Managed files and digitally archived past book, author, and launch sheet information for 20 titles
- Reformatted and redesigned content and file arrangement for 10 years of 3 different academic journals to increase Press revenue and to ensure a smooth flow of content
- Copyedited and proofread online multimedia assets and 4 book titles while writing press releases for said titles that are distributed nationwide for personal and academic use using MLA and AP styles
- Reviewed academic rights and permissions content for text, graphics, and media while applying legal knowledge of permissions paperwork for 3 academic journals spanning 15 years of issues/volumes

The Exponent, West Lafayette, IN

January 2007-May 2007

Staff Reporter

- Copyedited and proofread content and articles for the independent student-run newspaper that reaches hundreds of West Lafayette residents and Purdue University students and faculty
- Conducted interviews and made appointments with vendors while collaborating with professionals
- Organized article content, presented pieces in a timely manner, communicated with professional staff, completed quality assurance tasks, and showed proven knowledge of publishing regulations and AP style

WORK EXPERIENCE

Student Associate

Windsor Dining Court; Purdue University

August 2007-May 2011

EXTRACURRICULARS

Purdue University Professional Writing Club

August 2008-May 2011

COMPUTER/OFFICE SKILLS

Microsoft Office; Adobe Creative Suite; RoboHelp; Contribute; Dreamweaver; iMovie; Prezi; HTML; MLA/AP Style; OS X, Windows; Excellent oral and written communication skills with a strong command of the English language; Understanding of *The Chicago Manual of Style, 15th Ed.* and *Merriam-Webster's Collegiate Dictionary, 11th Ed.*

AWARDS/HONORS

- Betty Starkey Memorial Scholarship for English *2006-2007*
- Honorable mention in the Kneale Award for Developing Nations Literature in the Purdue University Literary Awards for "Coexistence Between Africa and the Western World" *2010*