

Alexander C. Hoffman

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PROFESSIONAL STRENGTHS

- Strong verbal presentation, communication, and public speaking skills.
- Self-starter who takes initiative to learn and excel in new areas.
- Relevant Coursework:
 - Technical & Professional Writing (memos, letters of inquiry, process descriptions, etc.)
 - Proposal Writing
 - Manual Writing
 - Technical Editing
- Relevant Program Experience:
 - Skilled in Adobe Photoshop, Adobe Livecycle, Adobe InDesign, and Microsoft Word.

PROFESSIONAL EXPERIENCE

- Aug 2012 – Present** **Technical Writer, Volt/Applied Technologies Center** **Paso Robles, CA**
As a technical writer, I work with engineers to document assembly and test processes. I am responsible for creating and formatting work instructions and forms to assist ATC in becoming ISO 9000 certified.
- Feb 2012 – Mar 2013** **Freelance Writer, TopDrawerSoccer.com** **Long Beach, CA**
As a freelance writer, I contact clients on behalf of the TopDrawerSoccer website. After interviewing the clients, I write articles focused on the client's soccer camp, tournament, or program, which are published to the TopDrawerSoccer website.
- Aug – Oct 2011** **Intern, Reside & Associates** **Long Beach, CA**
Worked as an intern drafting grants for the Long Beach Art Exchange as well as promoting the Art Exchange through participation in community service events.
- Aug – Nov 2010** **Peer Mentor, CSU Long Beach Learning Alliance** **Long Beach, CA**
Assisted staff in teaching a lower division course designed to introduce incoming freshmen to the University. Responsible for part of each lesson, developing and presenting course content, and organizing out-of-class events.

EDUCATION / ACCOMPLISHMENTS

- 2008 – 2012** **California State University, Long Beach (CSULB)** **Long Beach, CA**
- Major course of study: English
 - BA in both Literature and Creative Writing
 - Certificate of Technical and Professional Writing
 - Graduated Magna Cum Laude with 3.81 GPA
- Recognition at CSULB**
- Winner of the CSULB Jaquith Scholarship for strongest analytical essay (2011)
 - Six (6) semesters on President's List (awarded for 3.75 ≥ G.P.A.)
 - One (1) semester on Dean's List (awarded for 3.5 ≥ G.P.A.)
 - Member of the University Honors Program