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# NICOLE EGGBRAATEN

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6870 Foley Beach Express, Orange Beach, AL 36561 ♦ (251) 233-3651 ♦ nicole.eggebraaten@gmail.com

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## PROFESSIONAL SUMMARY

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Successful Writing Tutor recognized for excellence in helping students achieve their writing goals and develop confidence in their abilities. Adept at helping students with compositions and multimedia projects. Dependable and hardworking with expertise in writing, the English language, and pedagogy.

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## SKILLS

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- Proofreading
- Editing
- APA, MLA, AP, & Chicago Styles
- Microsoft Office Suite
- Technical writing
- Composition writing
- Teaching/tutoring
- Verbal and written communication
- Public speaking

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## WORK HISTORY

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**Writing Center Specialist**, 06/2015 to Current

**Columbia Southern University** – Orange Beach, AL

- Edits faculty profiles for over 400 faculty members for grammar, writing mechanics, and clarity.
- Reviews assignments for over 16,000 students by providing feedback through written comments, individualized recorded lessons, and PowerPoint tutorials.
- Writes tutorials and educational materials to help students improve their writing skills.
- Collaborates with faculty and academic advisors to discuss the academic needs of students including study skills, writing mechanics and citation implementation.
- Applies effective learning strategies to improve students' study skills and retention.

**Evaluator**, 01/2014 to 06/2015

**Columbia Southern University** – Orange Beach, AL

- Provided general program information and assistance, including required credit hours and transferable courses.
- Updated tracking spreadsheets with the latest time management and productivity information.
- Worked directly with Academic Advising and Admissions to achieve student retention.
- Reviewed student transcripts and articulation agreements for accuracy, and integrity.
- Wrote and designed departmental newsletter

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## EDUCATION

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**Master of Arts:** Professional Writing, May 2019 (expected)

**Chatham University** - Pittsburgh, PA

**Bachelor of Arts:** English & Creative Writing, April 2013

**Waldorf College** - Forest City, IA

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AFFILIATIONS

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- Member, American Copy Editors Society, 2017 to present