

# DIANA FARUQUI

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## OBJECTIVE

Position as a Technical Communicator and/or Copy Editor and/or Proofreader

## EMPLOYMENT

### University of Central Florida 2022

Course Assistant for ENC 4265 | Remote

- Provided feedback on questions about improving digital version of *ENC 4265: Writing for the Computer Industry* to increase student usability
- Found resources for Wix, WordPress, online writing tips, & captions for course pages
- Copy edited & proofread all modules & syllabus for consistency, clarity, & accuracy

**Skills:** Web Content Writing, Educational Materials, Google Docs, Attention to Detail, Proofreading, Copy Editing, Research

### University of Central Florida 2022

Course Assistant for ENC 3241 | Remote

- Developed teamwork skills while collaborating with 4 professors & 3 students to revamp the online version of *ENC 3241: Writing for the Technical Professional*
- Compiled links to resume resources for students
- Used Adobe Photoshop to design photo collages for the FTC/STC club info page I made
- Gathered interview tips from former students & compiled them into a course page
- Researched Big Interview (job interview training tool) & broke it down into basic parts for students

**Skills:** Web Content Writing, Educational Materials, Google Docs, Teamwork, Attention to Detail, Spelling, Punctuation, Proofreading, Grammar, Copy Editing, Research, Graphic Design

### Christian Life Center 2010-2020

Communications & Administrative Assistant | FTL, FL

- Designed graphics for flyers, brochures, booklets, & slides using Adobe Photoshop, Illustrator, & InDesign on both Mac/PC
- Facilitated bulletin team of up to 15 volunteers each week by organizing inserts & bulletins for 3 different campuses reaching over 2,000 people weekly
- Registered students for Berean School of the Bible & ordered textbooks for them

**Skills:** Branding, Page Layout, Attention to Detail, Style Guides, Spelling, Punctuation, Print Publications, Graphics, Communication, Proofreading, Copy Editing, Documentation

## EMPLOYMENT CONTINUED

**Coach 2009-2014**

**Sales Associate** | Coral Springs, FL

- Collaborated with a team of 5-7 people during busy holiday seasons using an assembly-style method of teamwork
- Sold high-end handbags & accessories using exceptional customer service practices

**Skills:** Sales Processes, Communication, Teamwork, Customer Service

## EDUCATION

**University of Central Florida** | Orlando, FL  
BA in English (Technical Communication)  
December 2022

**Florida Atlantic University** | Boca Raton/FTL, FL  
BFA Graphic Design, April 2009  
BFA Studio Art (Photography), April 2009

**Southeastern University** | Lakeland, FL  
Accounting Studies, 2003-2005

## AWARDS

Stuart Omans Award | President's List  
Dean's List | Cum Laude Graduate (FAU)  
FL Bright Futures Medallion Scholarship  
Business Professionals of America Scholarship

## MEMBERSHIPS

Society for Technical Communication  
Future Technical Communicators Club  
Designer's Edge Club

## ADDITIONAL SKILLS

Microsoft Office (Word, Excel, PPT)  
Adobe Acrobat | English-speaking

## VOLUNTEER WORK/FREELANCE

**Christian Life Center** | FTL, FL & Remote

- Photographed major church events
- Designed DVD/CD packaging for the Senior Pastor's sermon series (Freelance)

**ReachUP Magazine** | Remote

- Designed magazine covers & page layouts for a faith-based magazine for inner-city women