

Robert W. Nichols

837 N. Saint Clair Street, # 2
Pittsburgh, PA 15206
(412) 432-6122
rwnichols@cmu.edu

Objective	A communications internship for Summer 2009.	
Education	MA, Professional Writing , Carnegie Mellon University, Pittsburgh, PA GPA: 3.8/4.0 Master of English , University of Dallas, Irving, TX GPA: 3.8/4.0 BA, English , Thomas More College, Merrimack, NH GPA: 3.7/4.0	May 2010 (expected) May 1993 May 1988
Course Work & Computer Experience	<ul style="list-style-type: none">Course work in: Grammar, Style, Communication Design, Fundamentals of Professional and Technical Writing.Skilled in: Mac and PC platforms, Adobe Illustrator, Adobe InDesign, MS Office Suite, Sales Force CRM.	
Professional Experience	Senior Sales Associate , Dow Jones Newswires, Dallas, TX <ul style="list-style-type: none">Supported B-to-B sales and training efforts of western US sales director and account executives in Dallas, Chicago, Miami, and Washington.Assisted with sales of Dow Jones Energy Service and Dow Jones Electricity Indices.Managed two Regional Sales Associates located in Los Angeles and San Francisco.Resolved customer news entitlement issues with third-party providers of Dow Jones News Service.Generated weekly and monthly reports from CRM for management.Assisted management in redefining sales support roles and job descriptions. Business Marketing Rep , Dow Jones Business Interactive, Irving, TX	1997 - 2007 1992 - 1996
Freelance Experience	Permissions Coordinator , Pearson Education, Glenview, IL Permissions Editor , EditWorks Consulting, Pittsburgh, PA <ul style="list-style-type: none">Coordinated permissions projects as part of revisions of two multi-volume literature anthologies.Secured reprint rights for approximately 400 works of literature.Received and cataloged signed permissions agreements.Produced bi-weekly permissions status reports for development editors.Entered rights and credits information in database.Wrote credits manuscript.	2008 2005 - 2006
Teaching & Research Experience	Graduate Teaching Assistant , University of Minnesota, Minneapolis, MN Adjunct Professor , El Centro College, Dallas, TX <ul style="list-style-type: none">Taught first-year writing at the university and community college levels, with an emphasis on critical reading, writing, and thinking. Focused on writing for a variety of purposes and audiences. Genres included summary, argument, essay, and research paper. Graduate Research Assistant , University of Minnesota, Minneapolis, MN <ul style="list-style-type: none">Evaluated strengths and weaknesses of the University of Minnesota First-Year Writing Program.Researched pedagogical tools, strategies, and textbooks utilized by graduate TAs.	2007 2005 - 2007 2008
References & Writing Samples	Available upon request	