

Stephanie Bakken Caruso

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Education

M.A. in Professional Writing, Expected December 2010
Carnegie Mellon University, Pittsburgh, PA
Cumulative GPA: 4.0

B.A. in English Writing and B.S. in Psychology, December 2008
University of Pittsburgh, Pittsburgh, PA
Related Area: Communications/Rhetoric
Graduated *Cum Laude* • Dean's Star (4.0) • Dean's List

Relevant Coursework

- Professional & Technical Writing • Online Information Design • Healthcare Communications
- Communication Design Fundamentals • Rhetorical Grammar • Science Writing • Style
- Document Design • PR/Marketing • Organizational Communication • Media Psychology
- Online Information Design • Planning & Testing Documents • Science Writing • Journalism

Writing and Communications Experience

Carnegie Mellon University English Department, Pittsburgh, PA
Web Content Developer, May 2010-present

- Update and organize site using content management system
- Document protocols and write all site content

Media Relations Research Assistant, September 2009-present

- Interview subjects and write stories for website; update site content
- Support department in creation and implementation of e-newsletter

WQED Multimedia: Pittsburgh Magazine, Pittsburgh, PA

Editing/Publishing Intern, September-December 2008

- Wrote short articles for print publication and website
- Researched and fact-checked articles using assorted sources

KDKA: Pittsburgh Today Live, Pittsburgh, PA

Production Intern, August-December 2007

- Researched and wrote segments for live television show

The Club at Nevillewood, Nevillewood, PA

Concierge/Writing and Communications Intern, January 2006-December 2010

- Wrote materials for administration and member committees; promote club events

Leadership Experience

The Club at Nevillewood, Nevillewood, PA

Server (seasonal), May 2003-September 2009

- Assistant Manager from 2005-2008; Manager in 2009
- Hired and supervised ten employees

Sigma Sigma Sigma National Sorority, Beta Theta Chapter, University of Pittsburgh

President, Alumnae Relations Chair, and Rush Chair, January 2005-April 2008

- Managed all areas of organization, including public relations and finances
- Created and distributed promotional materials and created alumnae newsletter
- Planned events for groups ranging from 10 to 150 people

Computer Skills

Adobe Creative Suite
Social Networking Sites
Microsoft Office

- Illustrator • InDesign • Photoshop
- Facebook • Twitter • Blogs
- Word • Excel • PowerPoint
- HTML • CSS • Mac • PC • CMS