

Veronica E. Olson

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1709 Barr Ave
Pittsburgh, PA 15205

EDUCATION

Carnegie Mellon University

M.A. in Professional Writing

- Expected Graduation Date: December 2010

Pittsburgh, PA
Aug. 2009 – Present

University of Wyoming

B.A. in Communication, Minor in Professional Writing

- Graduated May 2009, Magna Cum Laude
- Special Honors: 3.97 GPA, President's List, member Phi Kappa Phi

Laramie, WY
Jan. 2007 – May 2009

University of Maryland, Baltimore County

- Special Honors: 4.0 GPA, Dean's List, Semester Academic Honors

Baltimore, MD
Aug. 2005 – Dec. 2006

WORK EXPERIENCE

Copy Editor

The Branding Iron – University of Wyoming daily newspaper

- Edited and fact-checked articles
- Designed newspaper pages, photo spreads, graphics and headlines
- Wrote sidebars, information graphs and supplemental information
- Digitized, edited and enhanced photographs
- Posted stories and pictures to accompanying Web site

Laramie, WY
Aug. 2007 – April 2009

Work Study

Carnegie Mellon University – Carnegie Institute of Technology

- Edited and fact-checked content for new Web site
- Built online graduate application for the College of Engineering
 - Collaborated with eight departments; worked closely with Apply Yourself Recruiting, Inc.; built data system; wrote application information
- Wrote annotations for academic audit and organized material
- Performed clerical duties: typing, filing, copying, correspondence, Web site updates

Pittsburgh, PA
Summers 2006, 2007

COMPUTER SKILLS

- Hardware: PC (Microsoft Windows, Vista), Macintosh
- Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Bridge), Microsoft Office (Word, Excel, Power Point, Outlook)

EXTRACURRICULAR ACTIVITIES

- Department of Music
 - Member of Opera in a Gym touring company April 2009 – May 2009
- Student Publications at the University of Wyoming
 - Feature writer for *Frontiers Magazine* Aug. 2008 – Nov. 2008
 - Feature writer for *The Branding Iron* April 2007 – Nov. 2008
- Department of Theatre and Dance
 - Performed in *A Chorus Line* (Judy) Jan. 2008 – May 2008
 - Centennial Singers singer/dancer, musical theatre touring troupe Aug. 2007 – May 2008