

# @ngela.shetler

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## Qualifications

- Proficient in writing and editing print and electronic texts in a variety of genres
- Extensive project and content management experience
- Experience with usability testing, user-centered design, research, and multiple style guides

## Experience

**Assistant Language Teacher**—Fukushima Board of Education, JET Programme August 2008 – present  
Koriyama, Japan

- Plan and implement English lessons for oral communication and business English at an international senior high school
- Assist with and participate in internationalization events and activities, including support of exchange student program
- Edit and proofread translations
- Prepare students for university entrance interviews, ESL presentations, and ESL speeches

**Editor and Writer**—Freelance 2006 – present

- Provide copy editing and developmental editing; proofreading; and document design
- Work with digital and print publications, such as cover letters, resumes, academic publications, feature writing, technical writing, and press releases
- Knowledge of Chicago Manual of Style, AP Stylebook, and MLA Style

**Constituent Communications Manager**—American Cancer Society February 2007 – July 2008  
East Lansing, MI

- Managed publication of monthly e-newsletter, including researching, writing, and editing articles
- Led editorial board for monthly e-newsletter and maintained publishing schedule
- Managed publication of weekly internal e-newsletter
- Created written and interactive content for intranet
- Managed division-specific event websites
- Supervised Constituent Communications staff and intern

**Client Services Specialist**—CSM Worldwide May 2005 – February 2007  
Northville, MI

- Edited and proofed all creative content before release to clients
- Created and managed layout of monthly and quarterly print materials
- Coordinated and supported product publication and distribution
- Maintained corporate publishing schedule

**Research Assistant**—WIDE Research Center March 2005 – May 2005  
East Lansing, MI

- Facilitated usability testing sessions of a course management system
- Compiled and analyzed data for company and research purposes
- Co-authored research reports

**Content Developer & Web Designer**—MSU Usability & Accessibility Center January 2005 – April 2005  
East Lansing, MI

- Compiled and edited content for website prototypes
- Participated in prototype testing at the developmental and usability stages
- Developed marketing-based content for UAC to be cross-applied to a variety of genres: web, brochure, and press packet
- Worked collaboratively to redesign the UAC website

**Documentation Editor & Writer**—LON-CAPA Development Team August 2004 – May 2005  
East Lansing, MI

- Edited content in existing manuals and open-source system
- Wrote needed documentation for tutorials and help sections
- Created quick reference guides for LON-CAPA course coordinators

**Writing & Digital Consultant**—MSU Writing Center August 2004 – May 2005  
East Lansing, MI

- Provided one-on-one support to undergraduate and graduate students and faculty
- Assisted clients with brainstorming, drafting, revising, and editing of writing and media compositions for courses from a variety of disciplines
- Co-facilitated workshops and classroom presentations

**Editorial Intern**—Fourth Genre January 2004 – May 2005  
East Lansing, MI

- Co-managed 500-600 manuscripts per reading period for a nationally-circulating and award-winning journal of creative nonfiction
- Participated in manuscript screening process and provided line and developmental editing
- Composed manuscript reviews and standard and special rejections
- Facilitated expansion and update of web site

## Education

Michigan State University, College of Arts & Letters January 2002 – May 2005  
B.A. in Professional Writing with emphasis on Writing, Editing, and Publishing

Dean's List 2003 – 2005

Dorothy Yoshimori Award for American Humanities & Literature May 2004

## Activities

Professional Writing @ Michigan State University LinkedIn Group Manager October 2009 – present  
Fukushima JET News Writer and Editor April 2009 – April 2010  
Kalmia International & Cultural Exchange Association Member August 2008 – August 2009  
Professional Writing Community & Industry Advisory Board Member 2007  
Making Strides Against Breast Cancer Volunteer 2007  
WritingTech Faculty Technology Training Workshop Consultant August 2004