



Lindsay N. Cannaday

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Summary

Growing Information Architect with a strong infinity for online and print publications. Strengths include the ability to write and design technical documentation, and program websites utilizing XHTML, CSS, XML, and Javascript, along with strong communications skills. Demonstrated the ability to train, lead and manage a team.

Areas of Expertise

Software

- Microsoft Word, Excel, Powerpoint 2003, 2007
- Adobe Captivate CS4, CS5
- Adobe Dreamweaver CS3, CS4, CS5
- Adobe Flash CS3, CS4, CS5
- Adobe Illustrator CS3, CS4, CS5
- Adobe Indesign CS3, CS4, CS5
- Adobe Photoshop CS3, CS4, CS5

Specialties

- HTML 4.0 / XHTML 1.0
- CSS 2
- XML (Some Experience)
- XSLT (Some Experience)
- Javascript (Some Experience)
- Web design
- Document design

Professional Experience

School of Writing, Rhetoric, and Technical Communication, Graduate Assistant (2009-2011)

James Madison University

The School of Writing, Rhetoric, and Technical Communication seek to provide students with communication skills and training that will enable them to build productive careers in industry or academia. They also introduce students to the most current communication technologies used to produce documents of professional quality. Finally, students learn the kinds of communication, analytical and reasoning skills that will allow them to become leaders in their fields.

Accomplishments:

- Received a tuition waiver and stipend through assistantship while maintaining a 3.8 GPA
- Managed groups of 10-20 undergraduate students
- Lead students in Adobe Photoshop workshops
- Strengthened my experience in XHTML, CSS, XML, and Javascript programming languages
- Assisted professor in teaching students industry-standard software

Office of Finance, Student Intern (2010-2011)

James Madison University

The Finance Office shall provide superior customer service while insuring proper internal control and maintaining compliance with university, state, and federal laws and policies. The Finance Office conducts its affairs and administers the university's financial records at the highest level of professionalism and in an ethical manner as to ensure that those records meet the test of public scrutiny and prudent fiscal stewardship.

Accomplishments:

- Created training modules concerning finance procedures for newly hired JMU administrative assistants using Adobe Captivate
- Communicated with subject matter experts to gather information for training modules
- Edited and maintained Finance Procedures Manual

Center for International Stabilization and Recovery, Web Assistant/Student Intern

(June 2009-August 2009)

James Madison University

The Center for International Stabilization and Recovery (CISR), formerly the Mine Action Information Center at James Madison University is a public policy center which manages information and conducts training relevant to humanitarian mine clearance, victim assistance, mine risk reduction and other landmine-related issues. As an information clearinghouse, the CISR provides training, operates a help desk for queries, hosts conferences and symposia on landmine-related topics, publishes a journal about mine action, maintains a content-rich web site, develops mine-action education materials, produces global information system (GIS) products and conducts studies and surveys designed to facilitate and improve global landmine action.

Accomplishments:

- Maintained Mine Action Information Center (MAIC) News Web page
- Designed the Regional Approach to Stockpile Reduction (RASR) website (no longer live)
- Edited the online version of the *Journal of ERW and Mine Action*, issues 13.1 and 13.2
- Programmed the Center for International Stabilization and Recovery (CISR) website (no longer live)

Activities

<i>JMU Society of Technical Communication</i>	Vice President	2010-2011
	President	2009-2010
	Member	2008-Current
<i>WRTC Graduate Symposium 2010: Communication in the 21st Century</i>	Designed symposium logo	
	Web Assistant	
	Committee member	
<i>Campusnet</i>	Designed department logo	

Education

Master of Arts School of Writing, Rhetoric, and Technical Communication
James Madison University
Graduation Date: May 2011

Relevant Coursework

- Technical and Scientific Editing
- Research Methodology
- Hypertext Theory
- Information design
- Document design

Bachelor of Science Institute of Technical and Scientific Communication
James Madison University
Graduation date: May 2009

Relevant Coursework

- Topics of Online Publications
- Web Theory and Design
- User Documentation
- Proposal Writing
- Digital Rhetoric
- Intercultural Communication

References: Available Upon Request