

Kendra S. Duncan

ksduncan11@gmail.com

Profile

EXPERIENCED EDITOR, TECHNICAL WRITER, EDUCATOR WITH A DIVERSE PROFESSIONAL BACKGROUND

An articulate and passionate communicator who enjoys working in a fast-paced environment that requires attention to detail and a steadfast work ethic. Proficiencies include designing, writing, and editing documents for a variety of purposes and audiences. Also experienced in teaching grammar, writing, and literature as well as providing editorial support to students.

Accomplishments

- ♦ Authored numerous documents for projects including task schedules, Gantt charts, proposals, progress reports, and research reports
- ♦ Designed a style guide and template for use in the collaborative development of a manual
- ♦ Researched and wrote a chapter for a style handbook
- ♦ Served as general editor for a collaborative manual
- ♦ Directed a team of 5 on a writing and editing project
- ♦ Co-edited and updated a series of training modules and restructured them as a 119 page manual
- ♦ Created an informational brochure for a client that markets available services
- ♦ Developed and implemented a quick reference guide to help clients
- ♦ Collaborated with an international team to design documentation
- ♦ Mentored and assessed 3 first year teachers
- ♦ Chaired a professional learning community
- ♦ Selected as a representative for the 16th Annual Model Schools Conference in Washington D.C.
- ♦ Voted Adult Volunteer of the Year for Pine Ridge High School 2010-2011

Competencies

- ♦ Writing, editing, and proofreading
- ♦ Research and documentation
- ♦ Document design
- ♦ Organization, planning, and project management
- ♦ Teaching, tutoring, mentoring

Technical Knowledge

- ♦ Microsoft Office 2013— Word, Excel, PowerPoint, Publisher, Outlook
- ♦ Adobe Photoshop, InDesign, Illustrator
- ♦ GIMP, SnagIt, Camtasia Studio, Jing
- ♦ HTML, XML, CSS

Online Portfolio

<http://duncansdocuments.weebly.com/>

Employment History

**Seminole State
College- Academic
Success Center**
Sanford, FL
2010-present

Instructional Support Specialist

- ♦ Identifies and generates resources for faculty, staff, and students
- ♦ Helps clients improve their writing in all areas including grammar, mechanics, style, and voice

- ◆ Presents clients with feedback regarding their writing and provides additional editorial support
- ◆ Guides clients in documentation standards (APA, MLA, CMS)
- ◆ Creates documentation for the Center including brochures, administrative documents, and training materials
- ◆ Supports the Director with various tasks such as writing grants and organizing materials
- ◆ Supervises peer tutors and computer assistants
- ◆ Records and manages client data

Pine Ridge High School
Deltona, FL
 1999-2009

English Teacher

- ◆ Taught multiple subjects to diverse populations in grades 9-12
- ◆ Selected and managed technology for presentations, administrative tasks, and communication
- ◆ Authored lessons that incorporated cooperative learning and multiple intelligence activities
- ◆ Advanced a learning-centered environment with peer teaching, collaborative groups, and problem-based learning
- ◆ Developed course materials, implemented writing portfolios, and incorporated new texts
- ◆ Supported student activities including serving as sponsor for student government sophomore class and chaperoning school events
- ◆ Managed the production and publication of the school's literary magazine

Education

B.A., Technical Communication

University of Central Florida – Orlando, FL
 December 2013

B.S., Secondary English Education

University of Central Florida – Orlando, FL
 May 1999

A.A., Education

Seminole Community College – Sanford, FL
 May 1997

Professional Memberships

STC (2012-2013)
 SNEA (2000-2008)
 NCTE (2000-2008)
 Golden Key Honor Society (1999-2000)
 Kappa Delta Pi (1999-2000)

Volunteer Work

Editorial Support (website)- The Ann Foundation (2014)
 Proofreading (brochure)- UNDP Sudan (2014)
 Committee Secretary- Boy Scout Troop 306 (2005-2011)
 President- Pine Ridge Band Boosters (2010-2011)
 Secretary- Pine Ridge Band Boosters (2009-2010)