



Please Email to request #



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

KENDRA S. DUNCAN

What I BELIEVE

- Clear and effective communication is a key to success.
- Working collaboratively and autonomously both have inherent value
- Expertise develops through a combination of academic studies and real-life experiences.
- An ideal work environment values a steadfast work ethic as well as contributions to the organization's success.

1997

A.A. Education
Seminole State College

1999

B.S. English Education
University of Central Florida

2013

B.A. Technical Communication
University of Central Florida



1990 - 1997

Retail Management & Customer Service

1999 - 2009

English Teacher
Pine Ridge High School

2010 - Present

Instructional Support Specialist
Seminole State College



Career Highlights

- ◆ Designed the style guide for the collaborative writing and production of a manual
- ◆ Researched and wrote a chapter for a style handbook
- ◆ Served as general editor on a collaborative project
- ◆ Directed a team of 5 on a writing project
- ◆ Co-edited and updated a series of training modules and restructured them as a manual
- ◆ Created brochures and reference guides for a client
- ◆ Collaborated with an international team to create documentation
- ◆ Mentored and assessed first year teachers
- ◆ Chaired a professional learning community
- ◆ Selected as a school representative for a national conference

