

CURRENT ADDRESS
1149 Meridian Circle
Harrisonburg, VA, 22802

Joseph Moughan

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HOME ADDRESS
3104 Watergate Lane
Virginia Beach, VA, 23452

EDUCATION

James Madison University – Harrisonburg, VA
Degree: BA, Technical Science Communication, *School of Writing, Rhetoric, and Technical Communication*
Expected Graduation: May 2017

MISC. SKILLS

- Microsoft Office Proficient
- Adobe Creative Suite Proficient
- Working proficiency with Spanish
- Web Design- Rebuilt the Rockingham County SPCA's website from scratch via WordPress

TECHNICAL COMMUNICATION

- Editorial Assistant *Center for Intl. Stabilization & Recovery, Harrisonburg, VA* August 2015-Present
- Edit, plan, supervise articles prior to publishing in CISR's *Journal of Conventional Weapons Destruction*
 - Correspond with international article authors to determine appropriate article wordage/meaning
- Industrial Sales Intern *Volvo Penta of the Americas, Chesapeake, VA* May 2016-August 2016
- Wrote several technical manuals ranging from fuel system guides to electrical circuit guides
 - Successfully explained and delegated project priorities to co-interns via writing and presenting
 - Drafted and distributed dozens of memos and similar docs throughout office to coworkers of all levels
- Assistant Dock Master *Carefree Boat Club, Virginia Beach, VA* May 2011-January 2016
- Drafted and edited technical service manuals for proper maintenance of Carefree's fleet
 - Wrote and edited safety-check documents for Carefree customers
 - Clearly wrote and described daily, weekly, and monthly goals for dock staff

ADVERTISING/SALES

- Editorial Assistant *Center for Intl. Stabilization & Recovery, Harrisonburg, VA* August 2015-Present
- Design advertisements for CISR's *Journal* to be distributed internationally
 - Design and head advertisement campaigns for CISR's Post Conflict Recovery Week
 - Design and distribute flyers and brochures for various CISR fundraisers
- Industrial Sales Intern *Volvo Penta of the Americas, Chesapeake, VA* May 2016-August 2016
- Designed flyers, brochures, and posters advertising newest engines to be distributed to customers
 - Designed digital and physical flyers describing upcoming Volvo Penta customer and dealer events
 - Ran Volvo Penta's Instagram page-Followers increased from 40 to 2000+ in less than a month under my supervision
 - Ran market analysis on behalf of Volvo Penta Industrial Sales team via a variety of software engines
- Assistant Dock Master *Carefree Boat Club, Virginia Beach, VA* May 2011-January 2016
- Promoted CBC at several venues including boat shows, sport events, and VA Beach Oceanfront
 - Upsold potential CBC members to larger membership packages & premium club features
 - Corresponded with both the satisfied and the rarely upset member to promote CBC