
JOSEPH MOUGHAN

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Bachelor of Science: Writing, Rhetoric, and Technical Communication: James Madison University

Summary

I am looking for a full-time career with the Federal Government where I can utilize my intense work ethic and proactive attitude to its full potential. I am interested in utilizing my degree in Technical Science Communication in the work field.

Work History

- | | |
|---------------------|---|
| May 2016 - Aug 2016 | Industrial Sales/Product Support Intern
<i>Volvo Penta of the Americas</i>
Assisting the Volvo Penta Industrial Sales team in various scenarios, assertively marketing the services and products of Volvo Penta Region Americas to assigned sales territory and prospective opportunities, composing and editing Volvo Penta technical service manuals and special event documents, providing quality sales experiences to clients. |
| Sep 2015 - Oct 2016 | Editorial Assistant (Current)
<i>The Center for International Stabilization and Recovery</i>
Writing, editing, and publishing relevant articles related to Mine Action and post-war recovery, often in the third world. I also help to coordinate and work at fundraisers and festivals such as CISR's week-long Post Conflict Recovery Week |
| May 2012 - Jan 2015 | Assistant Dock Master
<i>Carefree Boat Club</i>
Managing boat club staff members, completing basic marine engine maintenance, dealing with both satisfied and the seldomly agitated clients, cleaning the boats, heads, and docks, inclement weather lost craft recovery |
| Feb 2015 - Apr 2016 | Grill Worker (Current)
<i>Dairy Queen</i>
Managing time and inventory to prepare food as efficiently as possible, maintaining clean work stations, taking inventory, and unloading shipments from delivery trucks. During busy hours, I also help operate cash registers and drive-thru windows and take food orders. |
| Jun 2014 - Aug 2014 | Landscaper
<i>Neptune Lawn Service</i>
Manual Labor in all types of weather, customer service, product delivery |

Education

Aug 2013 - May 2017

Bachelor of Science: Technical Science Communication

School of Writing, Rhetoric, and Technical Communication, James Madison University

The School of Writing, Rhetoric and Technical Communication (WRTC) is one of the only stand-alone schools dedicated to the science of communication across a variety of modes and genres. Graduates have to be well rounded and intellectually agile, not only accomplished in writing, editing, and communication technologies, but also acquainted with technical and scientific content areas and ever-changing digital literacies.

My degree in Technical Science Communication has honed my writing and communications skills, especially in the following areas:

- Written and verbal communication skills
- Critical thinking
- Research and data evaluation
- Information management and dissemination
- Ability to formulate clear, concise, and persuasive messages
- Ability to apply rhetorical theory in a professional setting
- Ability to work well with diverse groups

Skills

Customer Service

I have had many jobs with the general public, and I always strive for complete customer satisfaction.

Computer Skills

Microsoft Office proficient

Adobe Creative Suite proficient

WordPress proficient

- I fully rebuilt the Rockingham County SPCA's website via WordPress for a class project

Organizations

Secretary of JMU Club Wrestling (2015-Current)

Treasurer of JMU Club Wrestling (2014-15)

Competent in Spanish

I have a working proficiency in Spanish, and have communicated in Spanish effectively with many customers on behalf of my past employers on multiple occasions