

## CYNTHIA L. PAUWELS

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### SKILL SET

- ◆ **Writing** – technical reports, business promotions, news reporting, essays, fiction
- ◆ **Editing/page layout** – graphic design, layout and editing of newsletters, agency brochures, annual reports, newspaper display ads using Adobe PageMaker, Adobe Photoshop, Microsoft Publisher and Microsoft Word
- ◆ **Microsoft Office Suite** – high-end user of Word, Excel, Access and PowerPoint
- ◆ **html programming** – website design and maintenance
- ◆ **Database developer** – Microsoft Access 97/2000 using VBA programming and SQL

### EXPERIENCE

- ◆ **GeoTech Computer Gurus – self-employed** - September 2004 to present
  - **freelance writing** for *Dayton Daily News* and *The Western Star* newspapers in Ohio (February-October 2005)
  - **graphic design** using Adobe Photoshop, PageMaker, and Microsoft Publisher
  - **website design** and maintenance using html coding and Microsoft Front Page
  - **public affairs** director for Village of Waynesville, Ohio (November 2005-July 2006) writing press releases, creating newsletters, designing display ads
  - **applications trainer** for New Horizons Computer Training Center, Fairborn, Ohio (2008) – Windows XP, PowerPoint, Publisher
  - **database development** using Microsoft Access
- ◆ **Robert Half Technology**, Dayton, Ohio; 937.224.7442; **consultant** - April-December 2007
  - **technical writer** contracted to Excellence in Motivation to create software user guide and PowerPoint training package (3 week assignment)
  - **technical writer** contracted to MetLife Insurance for repurposing and editing call center documents from Lotus Notes files to Microsoft Word (4 month assignment)
- ◆ **Lucas County Community Prevention Partnership**, 5902 Southwyck Boulevard, Suite 100, Toledo, Ohio 43614; 419.866.3611; **Information Coordinator** - February 1998 to September 2004
  - **database programming** using Microsoft Access, creating and maintaining five separate databases
  - **operated juvenile court liaison program** with schools and law enforcement
  - **designed and edited** in-house publications using Publisher, PageMaker and Photoshop; **website maintenance** using html coding
  - **computer desktop support** including hardware/software installation for 10-PC intranet
  - successfully **organized a regional training conference** for 130 attendees in August '04
- ◆ **Welch Publishing Company**, 117 East Second Street, Perrysburg, Ohio 43551; 419.874.2528; **graphic artist/typesetter** - October 1995 to February 1998
  - **design and layout** of newspaper advertising, newsletters, company publications and miscellaneous print jobs using Macintosh systems
  - **rewriting/typesetting news stories** for local publications

- ◆ **U.S. District Court**, 1716 Spielbusch, Toledo, Ohio; 419.259.7572; **deputy court clerk/courtroom bailiff** - April 1989 to September 1995
  - **case management and scheduling** of all civil and criminal matters and related paperwork including issuing warrants and filing judgments for Judge James G. Carr
  - **courtroom bailiff** for trials/hearings responsible for organizing attorneys, juries and witnesses; marking and storing exhibits, and filing appropriate paperwork
- ◆ **Health Care & Retirement Corporation**, One SeaGate, Toledo, Ohio; **purchasing data entry** - July 1987 to April 1989
  - created and maintained current purchasing schedules using **Lotus 1-2-3**
  - **newsletter writing**
- ◆ **City of Northwood**, 6000 Wales Road, Northwood, Ohio, 419.693.9320; **City Clerk** - May 1986 to May 1987
  - **staffed** City Council meetings
  - **prepared legislation and minutes** for City Council, Zoning Board, Planning Commission
  - assisted with **accounts payable, payroll**
- ◆ **Northwood Police Department**, 6000 Wales Road, Northwood, Ohio, 419.691.5053; **police dispatcher** - April 1982 to May 1986
  - answered emergency calls and **dispatched** appropriate police, fire and rescue personnel;
  - **created Standard Operating Procedures** manual for dispatch office

#### EDUCATION

- ◆ **Master of Arts**, June 2010; **Bachelor of Arts**, June 2008, **from Antioch University McGregor**, Yellow Springs, Ohio
- ◆ **Leadership Toledo**, Toledo, Ohio; leadership and community service institute; 2003
- ◆ **Owens Technical College**, Perrysburg, Ohio; two-year certificate in Electronic Publishing Technology; Tau Alpha Pi Engineering Technologies Honor Society

#### COMMUNITY INVOLVEMENT

- ◆ **Museum at the Friends Home**, Waynesville, Ohio; Board of Trustees 2005-present; publicity chair, 2006-2010
- ◆ **Heritage Advisory Council of Warren County**; member since 2006; public affairs secretary, 2007-present
- ◆ **Miami Valley Communications Council, Centerville, Ohio**; volunteer studio crew 2006-2010; operate cameras, graphics computer, sound board; assist with stage set up/break down
- ◆ **Waynesville Area Chamber of Commerce**, Waynesville, Ohio; member 2004-2008; Board of Directors, 2006

*Personal & professional references available on request*