

CARLA HOPKINS

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TEACHING/TUTORING EXPERIENCE

Anglican University: 1/02 – present.

Tutor: Assist students with writing skills.

Courses: *English, World Literature, Cultural Anthropology, Modern Art, and Occupational Therapy*

North Bay Community College: 6/97 – 6/01.

Writing instructor: Taught computer-assisted basic writing courses.

Courses: *College English, and Computer-Assisted Reading and Composition*

SeaBreeze School: 8/94 – 6/95.

Computer instructor, computer lab manager, and computer consultant: Taught elementary and middle school computer courses. Coordinated lessons between classrooms and computer lab. Produced literary magazine and yearbook with middle school class. Installed computers, advised director about computer purchases, advised teachers about software purchases, and previewed, ordered, and installed software.

Software: *ClarisWorks, Word, Inspiration, HyperCard, Print Shop Deluxe, Kid Pix, Kid Works, Type, MacPaint, Carmen Sandiago, Spectre, Math Blaster, KidsTime, The Tree House, and Grolier's Encyclopedia*

Greenwood High School: 5/93 – 7/93; 6/94 – 8/94.

Computer instructor: Taught computer literacy and keyboarding to prepare high school students to pass the local school district's Computer Literacy Exam. Taught writing on the Macintosh.

Software: *Microsoft Works, Microsoft Word, and Alphabetic Keyboarding*

Midwest State University: 8/85 – 12/91.

Writing instructor and computer lab supervisor: Taught writing and literature courses. Developed curriculum and course material. Taught computer writing courses. Aided computer lab instructors with course material, classroom management, and troubleshooting. Replaced and cataloged lab software. Learned new software for upgrades. Taught software packages to instructors.

Courses: *Developmental Writing, Computer-Assisted Varieties in Writing, Intermediate Writing, Response to Literature (honors), Literature and Film, and Native American Culture*

EDITING/WRITING EXPERIENCE

Bitmobile: 5/02 – present.

Edit computer manuals and create style guides and style sheets.

Publications: *Macara Wireless Optimization Service Node* ©2002

McGruff-Hill: 6/01 – present.

Copyedit and developmentally edit computer manuals.

Publications: *MP3 and Digital Music* ©2001; *WebSphere Application Developer* ©2002

Epicure Publishing Company: 9/01 – 3/02.

Edit computer manuals and create style sheets.

Publications: *HTML Virtual Classroom* ©2001; *Illustrator 10* ©2002

Macrosoft Press: 9/98 – 8/00.

Copyedited computer manuals.

Publications: *Windows 2000 Administrator's Companion* ©2000; *Inside Microsoft SQL Server 7* ©1999; *Microsoft Visual Basic for Windows 95* ©1998

The Learning Center: 3/93 – 2/94.

Wrote a job-search workbook for high school vocational education students.

Publication: *Writing Skills and the Job Search* ©1994

McGruff-Hill: 9/91 – 2/92.

Edited, revised, and proofread student activity books and teacher's edition for fifth grade science workbooks.

Publications: *Exploring Space, Sound, and Light; Structures of Life; Changing Earth; and Forms and Uses of Energy* ©1993

EDUCATION

Master of Arts in Technical Writing with a cognate in Training: Midwest State University, Midwest, Ohio, 1987.

Bachelor of Science in Psychology with a minor in Technical Writing: Midwest State University, Midwest, Ohio, 1985.