

Kelly Fontana

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EDUCATION

George Mason University
B.A. in English expected May 2010
Concentration: Professional Nonfiction Writing and Editing

RELEVANT COURSEWORK

Technical and Professional Writing	Web Authoring and Design
Nonfiction Writing	English Grammar
Dimensions of Writing and Literature	Advanced Composition

HONORS AND AWARDS

Scholarships:
Summer 2006, 2007, 2008
Manasseh Lodge No. 182,
Manassas Royal Arch No. 81

Dean's List: 2008 fall semester

WORK EXPERIENCE

Editorial Internship

Fairfax County Health Department: February 2009-present
Fairfax, VA

Worked with a small team of employees that compiles information to construct brochures, pamphlets, calendars, storybooks, and other informational pieces for the public about health issues.

Banquet/restaurant Server

Stonewall Golf: May 2008-present
Gainesville, VA

Wait tables in the dining room. Works weddings, tournaments and other events held by the golf course to earn additional money during school.

Receptionist

JTC, Inc.: August 2007-December 2007
Manassas, VA

Answered phones, input information into computer using various word programs for a privately owned information technology company.

COMPUTER EXPERTISE

PC and Mac Platforms:
Microsoft Word Microsoft Excel
Microsoft PowerPoint Mac OS Safari