

REBECCA MARIE VAN HASSEN

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AREAS OF INTEREST AND EXPERTISE

- Content and Copy Editing
- Editorial Process and Vision
- Researching and News-Gathering
- Project Management
- Formatting and Publication Layout
- Instructional Materials
- Developing Books
- Fiction and Non-Fiction Writing
- Literary Fiction and Manuscripts
- Research Presentations
- Production Process

EDUCATION

Bachelor of Arts, Saint Mary's College, Notre Dame Indiana, May 2008

Majors: English Writing, Student Designed Major: Anthropology & Literature

Minor: French

Dean's List for Eight Continuous Semesters, GPA: 3.87/4.0

Academic Honors and Awards: High School Valedictorian, Presidential Scholar, Sister M. Franzita Kane Award (outstanding writing by a first year student), Hutchinson Fitzwater Scholarship

WRITING, PUBLISHING AND RESEARCH EXPERIENCE

Saint Mary's College, Notre Dame, Indiana, 2005 – 2007

Senior Composition, Fall 2007

- Developed and wrote fictional novel, *In the Eyes of Rachel*, retelling of the immigration of Rachel Kazimierz from Poland
- Conducted research on Polish culture for legitimate background and inspiration
- Presented research and result to English Department Faculty

Apprentice Writer, Dr. Joanna Greene, Spring 2007

- Edited and revised in-progress novel *For the Love of Michelangelo*
- Conducted period research, ensuring time and material authenticity in novel
- Monitored writing and publishing process
- Received honors for extraordinary work during internship

Chimes Editorial Board, 2006 – 2007

The Avenue Editorial Board, 2005 – 2006

- Collaborated on fiction and non-fiction publications for Saint Mary's College campus publications
- Reviewed, selected, and edited submissions

TECHNOLOGY SUPPORT EXPERIENCE

Information Technology Department, Saint Mary's College, Notre Dame, Indiana, January 2007 – Present

Helpdesk Consultant, May 2007 – Present

Computer Cluster Consultant, January 2007 – May 2007

- Provided technical assistance (hardware and software) and troubleshooting for 200 faculty and staff
- Monitored customer problem ticket status in Call Center tracking system
- Configured hardware (Mac OS X, Windows XP Professional Edition) and anti-virus software
- Supervised and trained new Help Desk staff members in computer usage and in customer service skills

Librarian, Saint Mary's College Rome Program, Rome, Italy, Spring 2006

- Assisted students and guests with researching techniques
- Provided troubleshooting and navigational directions for library Windows XP users

LEADERSHIP EXPERIENCE AND CAMPUS INVOLVEMENT

- Sigma Tau Delta, International English Honor Society, 2008 – Present
- Lambda Alpha, Anthropology National Honor Society, 2008 – Present
- President, SMC Anthropology Club, 2007 – 2008
- Competition Chair, ND/SMC Ballroom Competition Team, 2007 – 2008
- Orientation Councilor, ND Marching Band & Saint Mary's College, August 2007
- Committee Head, SMC Midnight Madness, March 2007
- Mentor, Marquette Primary School, Spring 2007
- Mellophone Section Treasurer, ND Marching Band, 2006 – 2007
- Volunteer, Sisters of the Holy Cross Foster Home, Naples, Italy, April 2006
- Saint Mary's College Rome Program, Student, 2005 – 2006

COMPUTER AND TECHNOLOGY SKILLS

- Mac OS X
- Windows OS X
- Microsoft Office Suite (2003, 2004, 2007)
- Adobe Photoshop
- Adobe Illustrator
- Apple iMovie
- Zimbra Email
- McAfee VirusScan and Virex
- Webroot Spy Sweeper
- Ad-Aware 2007
- AVG Anti-Spyware
- HTML

PROFESSIONAL PRESENTATIONS

Central States Anthropological Society (CSAS) Conference, Indianapolis, Indiana, March 2008
"Grounding Fiction in Ethnography"