

# Michael Trice

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## SUMMARY OF QUALIFICATIONS

- Seven years of editing experience, including web-based publications and PDFs
- Four years of experience leading project teams in technical communication arenas
- Six years of experience in public presentation, training, support, and education
- Seven years of freelance creative writing experience

## EDUCATION

**B.A. in English** December 2003  
University of Texas - Austin, Texas  
**M.A. in Technical Communication** December 2008  
Texas State University - San Marcos, Texas  
**Relevant Coursework: Digital Media, Rhetoric and Computers, Visual Communication, New Media, Foundations in Technical Communication**

## HONORS

**Terry Foundation Scholar**, 1995  
**Higney Award Finalist at Anotherealm.com**, 2003  
**Writer's League of Texas Speculative Novel Manuscript Winner**, 2006  
**Sigma Tau Delta English Honor Society**, 2007

## EXPERIENCE

- Web Designer** 10/2007 – Present  
Texas State University, San Marcos, TX
- Oversaw University Advancement website
  - Developed Hillviews online magazine
  - Managed university web participation in LBJ100 participation
  - Used CSS, Flash, HTML, Javascript, Photoshop, and proprietary CMS
- Proposal Writer** 12/2005 – 04/2007  
Hart InterCivic, Austin, TX
- Coordinated team to create databases, training documents, and proposals
  - Provided training and documentation for Access databases
  - Led project management teams in training and technology spheres (1,200 hours)
  - Served as a field trainer for 2006 General Election
- Risk Prevention Specialist** 05/2001 – 12/2005  
Apple Computer, Austin, TX
- Led development of training and community website in call center environment
  - Documented procedures and curriculum for Risk Department in online format
  - Assisted in weekend supervision of Risk Inbound Call Team
- Retention Specialist** 04/1999 – 04/2001  
Bank One/First USA, Austin, TX
- Converted third party sales training to meet the needs of the call center

- Designed and maintained company newsletter for Austin call center
- Provided customer support as inbound phone agent

#### **ACTIVITIES AND SKILLS**

- Round Rock ISD: Substitute teacher, all levels (100 hours)
- SafePlace: Public Speaker, Class Facilitator, Legal Advocate Assistant, Document Conversion, Newsletter Design (Volunteer) (800 hours)
- Software: MS Office (Word, Excel, Power Point, Access, Publisher); InCopy, Quark, Adobe Creative Suite, CMS, CSS, HTML, XML, Flash, and Dreamweaver MX/CS
- KAIROS, Journal of Rhetoric, Technology and Pedagogy: assistant editor 2007-2008
- Presented at the following conferences: PCA/ACA 2008, Computers and Writing 2008
- Published in: *Dragon Magazine*, *The Alcalde*, *The Daily Texan*, *The Outer Rim*, *Anotherealm*, and books by Malhavoc Press and Blue Devil Games