

## PAULINE HANSEN

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### SKILLS:

\*Excellent writing and critiquing abilities, including editing essays and other written documents for:

- **SPELLING, GRAMMAR AND PUNCTUATION ERRORS**—comma splice, misused comma, fused sentence, sentence fragment
- **DICTION**—elevated word choice to professionalize documents
- **RHETORIC**—description, cause and effect, persuasive, informative
- **SENTENCE LENGTH AND STRUCTURE**—varied sentence lengths and solid structure
- **PARAGRAPH STRUCTURE**—tags to previous and following paragraphs to guide the reader
- **DEVELOPMENT**—correct under-develop errors, complete the points mapped out in thesis
- **ORGANIZATION**—precise and easy to follow arrangement of information
- **UNIFORMITY**—omit unnecessary information, everything correlates
- **CLARITY**—clear, specific meaning and wording

\*Short Story and Novel critiquing skills including:

- **PLOT**—central focus and purpose
- **CHARACTER**—round, flat, static characters
- **SETTING**—directly relating to who and what the characters are all about
- **DICTION**—word choice reflects reaction wanted from reader
- **TONE**—sarcastic, ironic, persuasive, young narrative
- **STYLE**—conversational, professional, formal, informal
- **IMAGERY**—vivid detail, description, scenery
- **POINT OF VIEW**—first person, third person limited, third person omniscient

## WORK HISTORY

<b>2004</b>	<b><u>Home</u></b>	* Full Time Parent and Student
<b>2000-2003</b>	<b><u>UPS</u></b>	* Package Inspection and Restoration * Driver, Delivery * Clerk * Hazmat First Responder
<b>1998</b>	<b><u>DSC</u></b>	* Writing Center Tutor * Editing * Proofreading * Grammar Assistance
<b>1991-1998</b>	<b><u>Home</u></b>	* Child Care Provider
<b>1990-1991</b>	<b><u>Dixie Eye Care</u></b>	* Contact Lens Specialist * Clerical / Filing * Receptionist Duties

## EDUCATION

<b>Dixie State College</b>	<b>Associate of Arts Degree</b>	<b>1998-2004</b>
<b>Bryce Valley High School</b>	<b>Graduated with Honors</b>	<b>1985</b>