

Cindy Galvin

Education

B.S., Journalism, with Highest Distinction, Northwestern University, Evanston, Illinois, 1983

Professional Experience

Technical Editor and Writer, Risk Assessment Corporation, Austin, Texas

(2003)–present

- Edited technical reports, journal articles, and research papers
- Wrote user guides for software tool
- Copyedited radiological risk assessment textbook

Volunteer (during children's school years), Austin, Texas

(1990–2005)

- Volunteered at elementary and secondary schools and libraries (10 years)
- Taught religious education at the elementary and middle school level (15 years)
- Managed select soccer team (3 years)
- Served as a Court-Appointed Special Advocate (CASA), representing abused and neglected children in family court (2 years)
- Wrote articles and produced newsletters for multiple organizations

Technical Planner and Writer, IBM Corporation, Kingston, New York

(1984–1990)

- Defined content and planned the documentation libraries for several software programs
- Participated in customer visits to determine market needs
- Worked closely with software developers to create and modify product specifications
- Wrote, edited, reviewed, and produced technical manuals and online help panels
- Conducted usability tests to determine helpfulness and clarity of information
- Worked with graphic designers to develop cover designs and book illustrations

Assistant to Manager of Development Communications, Department of Development

Northwestern University, Evanston, Illinois

(1983–1984)

- Prepared proposals and brochures for multimillion-dollar fundraising campaigns
- Wrote and edited speeches, letters, and newsletters
- Researched and edited a variety of additional documents produced by the department

Intern, Department of Development /Department of University Relations

Northwestern University, Evanston, Illinois

(1981–1983)

- Wrote press releases for news agencies and articles for a faculty-staff newsletter.
- Researched, wrote and edited a variety of documents

Honors

- Graduated summa cum laude
- Medill School of Journalism Student Advisory Council, member
- Deru (senior leadership and service group), member

- Wildcat Council (public relations and service group), member
- Mortar Board, member
- Kappa Tau Alpha (journalism honorary society)
- Kappa Alpha Pi
- Phi Eta Sigma
- Alpha Lambda Delta