**Michael A. Nolan**

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703-853-6953

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| **Permanent Address:**1 Whittingham CircleSterling, VA 20165 | **Current Address:**824 Claytor SquareBlacksburg, VA 24060 |
| **Education** | **Virginia Tech**, Blacksburg, VA *B.A. English, Pre-Education and Professional Writing options**Minor in Political Science*GPA: 3.62 in major; 3.53 overallExpected graduation: May 2014 |
| **Skills** | English and computer skills* Professional writing and speaking
* Professional presentation
* Analytical and critical reading and comprehension
* HTML, XML, and DITA markup languages
* Adobe InDesign and Photoshop
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| **Work** **Experience** | **Security Coordinator**, SCIS Air Security CorporationDulles International AirportDulles, VA: June 4 2012—August 14 2012;  May 17 2011—August 7 2011* Fill out security paperwork
* Interact with coworkers of diverse backgrounds
* Search and seal aircraft food carts and catering trucks
* Monitor aircraft catering personnel

**Student Caller**, Virginia Tech University DevelopmentVirginia Tech Student Calling CenterBlacksburg, VA: October 2011—May 2012* Call Virginia Tech alumni and parents of students
* Update contact information
* Solicit donations to Virginia Tech

**Assisted Care of Elderly Person**Shady Side, MD: July 2010—August 2010Fairfax, VA: August 2008* Ensure safety of individual
* Administer medications and manage medication schedule
* Provide transportation and assist with mobility
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| **Activities** | **Club President**, Science Fiction & Fantasy Club at Virginia TechBlacksburg, VA: May 2013—Present* Run weekly club meetings
* Design and create an official club logo
* Organize club events and weekly activities
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| **Honors/Awards** | **Sigma Tau Delta** English honor society member: Spring 2012**National Forensics League** Degree of Distinction: May 2010 |