**Michael A. Nolan**

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703-853-6953

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| **Permanent Address:**  1 Whittingham Circle  Sterling, VA 20165 | **Current Address:**  824 Claytor Square  Blacksburg, 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 overall  Expected 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 |
| **Work** **Experience** | **Security Coordinator**, SCIS Air Security Corporation  Dulles International Airport  Dulles, 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 Development  Virginia Tech Student Calling Center  Blacksburg, 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 2010  Fairfax, VA: August 2008   * Ensure safety of individual * Administer medications and manage medication schedule * Provide transportation and assist with mobility |
| **Activities** | **Club President**, Science Fiction & Fantasy Club at Virginia Tech  Blacksburg, VA: May 2013—Present   * Run weekly club meetings * Design and create an official club logo * Organize club events and weekly activities |
| **Honors/Awards** | **Sigma Tau Delta** English honor society member: Spring 2012  **National Forensics League** Degree of Distinction: May 2010 |