

Tyler C. Smeltekop
(517) 974-4918 (Cell)
smeltek5@msu.edu

Education

- Michigan State University
College of Arts & Letters
Majoring in Professional Writing
Cognates in Psychology and English
Senior with 110 credits
Cumulative GPA: 3.55
- Lansing Community College
Arts & Sciences Building
Lansing, Michigan
-American Sign Language I & American Sign Language II
- Williamston High School
Williamston, MI
Graduated June 2004
GPA: 3.85

Employment

- Summer 2005-December 2007: Assistant with the Course Materials Office of Michigan State University Printing Services. Manages and requests copyrighted material on behalf of professors for use in their course packs.
 - Contact: Lynnette Woods at 517-355-1724, or email at woods1@msu.edu.
- Summer 2005: Writer for Michigan State University. Content manager for two websites, and drafted development documentation and manuals regarding online content management systems.
 - Contact: Professor Jeff Grabill, Writing, Rhetoric, and American Cultures department. grabill@msu.edu.
- Summer 2003: Counselor-in-training at MADHS Camp Chris Williams YMCA Sherman Lake, MI
 - Contact: 1-800-YOUR-EAR, MADHS, 2929 Covington Court, Lansing, MI
- Summer 2002, 2003, 2004: Counselor at Michigan Association for Deaf, Hearing, and Speech Services (MADHS) Leadership camp at MSU
 - Contact: 1-800-YOUR-EAR, MADHS, 2929 Covington Court, Lansing, MI

Activities

- Fall 2006-Fall 2007: President of Writer's Bloc, MSU's Professional Writing student organization
- Spring 2006: Founding board member and treasurer of Writers' Bloc, MSU's Professional Writing student organization.
- 2004: MSU Residential Option in Arts & Letters (ROIAL) Players, lead role in *The Complete Works of Shakespeare, Abridged*

Volunteer & Unpaid Experience

- Fall 2008: Internship with the MSU Writing in Digital Environment (WIDE) Research Lab's initiative with the Capital Area Communities organization. Consulted and documented recommendations to local non-profits on increasing their web presence.
- January 2007: Young People For 2007 Fellow. I represented Michigan State University at a national 4-day summit meeting, learning skills related to leadership and community improvement. I also attended panels on a wide variety of social and political issues.
- 2003-present: Michigan Association for Deaf, Hearing, and Speech Services. Is the most prominent, active non-profit service and advocacy-oriented organization in Michigan to serve deaf, hard-of-hearing, and speech-impaired people. I serve on the board of directors.
- 2003-present: State Chapter of Hands & Voices Organization for parents of deaf and hard-of-hearing children. Charter member and member of the board as Student/Youth Advisor.
- Spring 2005: Design and layout editor for a 54-page publication released by Residential Option in Arts & Letters of Michigan State University. Also created the cover design using Photoshop
 - Kept an up-to-date filing system of submitted writing
 - Managed copy-writing team
 - Used Adobe Pagemaker to create digital layouts of the publication
- 2004-2005: Created a website with a team of four others for Michigan State University's Career Service & Placement division
 - Managed content creation, wrote text as well as assigned content to be written by other members of the team
 - Created directories
 - Organized and updated content management systems
 - Ran usability evaluations on draft mock-ups of the site