

Beckie Bruhn, B.G.S.

NPC Research
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PRIMARY AREAS OF EXPERTISE

- Writing, editing and publication design
- Office management
- Graphic design
- Web site management

WORK EXPERIENCE

- 2020–present** **Office Manager and Communication Sepcialist, NPC Research, Portland, Oregon.** Edits and formats reports, grant proposals, and other publications. Manages the office and the corporate Web site. Serves on Web site, safety, and cultural responsiveness committees.
- 2017-2020** **Document Control Specialist, Thompson Metal Fab, Vancouver, WA.** Monitor and maintain document flow from customers to shop as project demands. Collect and maintain files of latest revision level documentation essential to defining product specification and manufacturing processes. Create and organize document libraries. Convert established business processes into document workflows.
- 2015-2016** **DTP Specialist and Project Coordinator, NWI Global, Vancouver, WA.** Assisted the project manager with coordinating multilingual translation projects through the entire project life cycle, ensuring quality and timely completion. Edit and review translated content for accuracy, grammar, style, formatting and consistency. Assist in designing marketing materials for company.
- 2006-2015** **Graphic Designer and Production Assistant, Northwest Baptist Convention, Vancouver, WA.** Integral part of the Communications team responsible for marketing materials, company branding and working with the Editorial team on quarterly magazine. Design promotional material for company and its constituents. Edited, formatted, and designed quarterly magazine. Maintain company website.

COMMUNITY SERVICE

2010-2012 **Volunteer, Boys and Girls Club of Southwest Washington.** Mentored and tutored students. Assisted teacher in facilitating Art lessons. Vancouver, WA.

EDUCATION

B.G.S., 2004 Pittsburg State University, Kansas
Major: Graphics Technology