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Matthew D. Lutze

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Objective

A Full-time Co-op or Internship for Summer 2007

Education

Bachelor of Science, Scientific and Technical Communication

Michigan Technological University, Houghton, MI

Major: Communications

Concentration: Rhetoric, Physics

Related course work: Grammar, Revisions, Science Writing, Scientific and Technical Communication, Risk Communication, Rhetorical Analysis, Professional Development Practicum

Skills/Abilities

Technical Writing/Editing

- Produced accepted proposal for construction of a technical writing/usability research division in my enterprise.

- Since starting as a copyeditor for my University's newspaper, complaints about paper errors have decreased by 30%.

- Helped develop a system for importing preformatted text to a master, cutting production time by 3 weeks.

- Currently producing a risk management package for Rocky Fort Watershed Action Group

Design

- Designed and produced content for a 24-page full-color International Student university orientation booklet.

- Produced 4-page communication issues analysis for fraternity, leading to a 60% decrease in unnecessary meeting time and an increase in membership involvement.

- Designed an advertisement campaign for a Physics Lecture Series, resulting in record-setting attendance at two of the events.

Project Management

- Managed 6 active clients and 8 unique projects while coordinating 22 employees.

- Served as Project Leader for two projects, an information display and

Leadership

- Served as Vice President of Production for STC Arts Enterprise.

- Achieved Eagle Scout rank in Boy Scouts of America.

- Held Public Relations, Correspondence, IT, and Commissary offices in fraternity.

Experience

- Copy Editor/News Writer, MTU Newspaper Houghton, MI (Oct 2006 - current)

- Editorial Intern, Community Literacy Journal Houghton, MI (Nov 2006 - current)

- Executive Director, Usability Solutions Houghton, MI (Dec 2006 - current)

- VP of Production, STC Arts Enterprise Houghton, MI (Aug 2006 - Dec 2006)

- Lab Consultant, MTU Physics Dept. Houghton, MI (Aug 2004 - Aug 2005)

Attachment	Size
exercise3.mdlutze.jpg	119.92 KB
exercise3_body.mdlutze.htm	2.52 KB
style.mdlutze.css	15.06 KB

7 reads [Email this page](#)

File Management

HU3630 Files

HU3630 Projects

Houghton Walking Tour
Enterprise Student Brochure

admin

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Recent comments

- [TEXT GENERAL INTRO](#) -
steve
Jan 24 2008 -
11:02am
- [TEXT WATERFRONT Intro As](#)
steve
Jan 24 2008 -
11:02am
- [Testing](#)
steve
Jan 17 2008 -
5:28pm

Archive

- [March, 2008 \(5\)](#)
- [February, 2008 \(12\)](#)
- [January, 2008 \(10\)](#)
- [November, 2007 \(3\)](#)
- [October, 2007 \(16\)](#)
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