

**Rebekka L. Blaha**  
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### Summary

Graduate student with B.A. in English. Background includes extensive English and writing courses with strong emphasis on peer and self-editing skills through creative, analytical and business writing workshops. Proficient in Windows platforms and Microsoft Word, Excel, and Publisher programs, and has some experience with Quark and Adobe publishing software applications.

### Education

Suffolk University, Boston, MA. 2008 graduate, Bachelor of Arts in English. GPA 3.76 overall, 3.89 in major.

### Awards/ Achievements

- Inducted into International English Honor Society, Sigma Tau Delta, 2007;
- Alpha Chi Honors Society, 2007;
- Deans High Honor List, 2005-2008;
- Deans Scholarship, 2004-2008;
- Grandfathered Tuition Grant, 2005-2008;
- Archer Fellows Honors Society, 2004-2008;
- Study Abroad in Prague, Czech Republic, Spring 2006.
- Study Abroad in Madrid, Spain, June 2008

### Work Experience

- **The Harty Press, Inc.,** New Haven, CT, September 2008 – June 2009  
Receptionist; organize and maintain the paper filing system for this commercial printing company. Greet clients at the front desk while answering and directing phone calls and faxes throughout the company. Also type, edit and e-mail sales quotes and assist with writing proposals for prospective clients.
- **Medical Credit Services, Inc.,** Sterling, VA, 2008.  
Editor; edited a business proposal to secure a government contract through the VA for this Service-Disabled Veteran Owned Small Business. Worked on the document through Microsoft Word and edited for grammatical appropriateness, readability, and overall tone throughout the cover letter and proposal.
- **Old Lyme Country Club,** Old Lyme, CT, 2005 - 2007.  
Assistant Aquatics Director; in charge of creating and distributing employee schedules, organizing and signing up members for swim lessons, contributing and editing monthly articles for the club newsletter, and overseeing and improving pool maintenance. Also helped interview and hire staff, as well as plan and direct important pool events, and kept detailed logs of chemical levels and pool incidents.