

## ANNE C. WIERUM

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Website (digital portfolio): <http://www.annewierum.com>

### EDUCATION

**BA, English Literature**, *cum laude*, Smith College, 1984

**JD, Law**, University of Cincinnati College of Law, 1999

**AAS, Visual Communication**, *summa cum laude*, Nashville Tech, 2011

**Graduate Certificate, Human Computer Interaction**, Iowa State University, 2013

**Master of Science, Instructional Technology**, University of North Carolina (Wilmington), 2016

### EMPLOYMENT HISTORY

**Content Training Consultant**, Lexis-Nexis, Miamisburg, Ohio (**home-based position; 1999 to the present**)

Develop and implement global training plan. Develop computer-based training programs for online curricula and write technical documentation. Partner with managers and employees to analyze processes to ensure editorial excellence and consistency across teams in support of business needs. Map out new workflows as part of the development process. Serve in project management role. Develop e-learning in Adobe Captivate, Articulate Storyline, Camtasia, and GoAnimate. Selected as finalist for innovation idea (create training documentation in Darwin Information Typing Architecture rather than Microsoft Word to promote reuse and efficiency).

**Editor and Publications Writer**, Office of Creative Services, Vanderbilt University, Nashville, Tennessee (**1993-1996**)

Oversaw the publication of Vanderbilt course catalogs, newsletters, brochures, and booklets through all stages of production from receipt of manuscript to final printing. Helped clients plan publications, identified requirements for the publications, and communicated these requirements to designers, photographers, and printers. Edited and wrote academic, marketing, and other University materials.

**Catalog Manager**, Office of the Registrar, Massachusetts Institute of Technology, Cambridge, Massachusetts (**1987-1990**)

Oversaw the collection, proofreading, editing, and approval of designated chapters of the MIT Catalog. Managed production of the subject description chapter in the MIT Catalog. Supervised assistant during production time. Produced annual report of all changes in subjects and degree programs for distribution to the faculty.

**Office Manager**, Principal's Center, Harvard University, Cambridge, Massachusetts (**1986-1987**)

Supervised mailing and membership lists in computer. Coordinated with Computer Center to solve problems of database organization. Proofread manuscripts. Developed guidelines for annual membership renewal process.

**Administrative Assistant**, Higher Education Information Center, Boston, Massachusetts (**1985-1986**)

Oversaw payment of bills, weekly payroll sheets, mailing lists, and ordering of supplies. Provided editorial assistance and production support for quarterly newsletter.

**English Language Instructor**, American Language Institute, Lisbon, Portugal (**1984-1985**)