

Portfolio

Autumn Abbott Jennings



Contents

TitlePage.....	i
Table of Contents:	ii
Resume	1
Personal Philosophy	2
Advertisement Before:	3
Advertisement After:.....	4
Goodwill About Us Before	5
Goodwill About Us After.....	6
Product Description Before:	7
Product Description After:.....	8
Sony HandyCam Operating Guide Before	9
Sony HandyCam Operating Guide After.....	10
Team Project.....	11

Resume

Autumn Abbott Jennings
974 Hanover Way, Lakeland, FL 33813
(863) 450-7571
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Job Experience

Intern at Corban OneSource

May 2012-July 2012

Responsibilities include:

- Creating and editing Standard Operating Procedure documents
- Editing company handbooks
- Completing Exit Surveys
- Creating company documents in Microsoft Excel

Office Manager for Double A Foods, Inc. and Skye Foods, Inc.

March 2010-Present

Responsibilities include:

- Creating and proofreading company documents in Microsoft Word 2010
- Editing letters, faxes, PowerPoints, etc.
- Compiling Payroll Information
- Inputting sales information and paying bills

Skills

Strong technical command of the English language

Well versed in:

- Proofreading
- Microsoft Office 2010
- Photoshop
- OpenOffice
- Adobe InDesign

Education

University of South Florida

August 2011-Present

Polk State College

Associates in Arts Degree

August 2010-May 2012

Personal Philosophy

My two most important writing principles are precision and punctuality. As a technical writer, I must use words persuasively, but sparingly. As a technical editor, I have to spot all errors and be able to correct them. I must be punctual in all my work as a technical communicator.

As a technical communicator, I must walk a fine line between making sure I give all of the necessary information to people, but do not give so much that no one will ever read the material. Many people only skim through written information, such as memos, pamphlets, instruction booklets, etc. because they are too dense. Consumers in our society do not want to sift through unnecessary words in order to glean the information they need, so it is essential for me to front load my work.

Precision is also following the employer's instructions for an assignment. This will eliminate the need for multiple revisions because I did not ask the appropriate questions to complete the assignments. It is important that I am precise in my work. I am being paid to complete the assignments to the best of my ability, anything less is unacceptable. Once I agree to work on a job, I uphold my end of the deal.

Completing all of my assignments on time is part of being a trustworthy and worthwhile writer and editor. Turning in an assignment after the deadline is just as terrible as not turning it in at all. I respect that employers count on me to do my part of the work and have it completed in enough time so that it can be reviewed and corrected, if needed. Since they also have schedules to follow and often multiple departments to mesh together, if my portion of the project is late, it makes everyone's work late.

I work precisely and punctually, making me a trustworthy and valuable technical communicator.

Affordable House Cleaning

New Owner Special

Name: Abbott Family
Address: 974 Hanover Way

Square Footage: 3174
Personal Quote: \$127⁰⁰

Price Includes:

- ✓ Dusting All Rooms
- ✓ Cleaning Mirrors
- ✓ Changing Bedding (if beds are stripped and clean
linens provided)
- ✓ All Wastebaskets emptied and relined
- ✓ All Floors Vacuumed and Mopped
- ✓ General Straightening
- ✓ Throws/Blankets Folded
- ✓ All Appliances Surface Cleaned
- ✓ Throw Rugs Shook Out/Vacuumed
- ✓ Bathrooms Cleaned and Sanitized
- ✓ Cobwebs Removed



Call Monica at 863-521-6729

* All information is provided by Polk County Property appraiser and Zillow

Affordable House Cleaning by Monica

(863) 521-6729

Services:

- Change Bedding
- Clean and Sanitize Bathrooms
- Clean Appliance Surfaces & Mirrors
- Dust Rooms
- Empty and Reline Wastebaskets
- Fold Blankets and Throws
- General Tidying of Home
- Remove Cobwebs
- Shake and Vacuum Rugs
- Vacuum and Mop Floors

Your personal quote is \$127. I look forward to hearing from you!



Goodwill About Us Page Before:

Goodwill® inspires hope and self-confidence, helping people from all backgrounds and walks of life to feel successful, valuable and dignified.

We help people earn a living, improve their lives, and strengthen their families and their communities.

Our network of [165 independent, community-based Goodwills](#) in the United States and Canada offers customized job training, employment placement and other services to people who have disabilities, lack education or job experience, or face employment challenges.

In 2010, Goodwill helped more than 2.4 million people train for careers in industries such as banking, IT and health care, to name a few — and get the supporting services they needed to be successful, such as English language training, additional education, or access to transportation and child care.

Every day, someone gets a good job, with help from Goodwill.

More than 170,000 people obtained [meaningful employment](#) in 2010 through their participation in Goodwill programs. These people went on to earn over \$2.7 billion in salaries and wages, and contributed to their communities as productive, tax-paying citizens.

Goodwills meet the diverse needs of people, including youth, seniors, veterans, immigrants, and people with disabilities, criminal backgrounds and other specialized needs.

Sustainable, Social Enterprise

Goodwill has earned the trust and support of **74 million donors** in the United States and Canada.

Local Goodwills are flexible and sustainable social enterprises that fund job training, employment placement services and other community programs by selling [donated clothes and household items](#) at Goodwill retail stores and online.

Goodwills also generate revenue by [contracting](#) with businesses and government to provide a wide range of commercial services, including packaging and assembly, food service preparation document imaging and shredding and more.

Read more about [Goodwill's mission, vision](#) and [history](#).

On the occasion of our 100th anniversary in 2002, we committed to providing services to 20 million people by the year 2020. Read more about Goodwill's [21st Century Initiative](#).

About Us

What We Do

Goodwill® inspires hope and self-confidence by helping people, no matter what their situation, to feel successful, valuable, and dignified.

We help people improve their lives, strengthen their families and communities, and even earn a living.

Our network of [165 independent, community-based Goodwills](#) in the United States and Canada offers customized job training and employment placement. We also have services to help people with disabilities, who lack education or job experience, or who face other employment challenges.

In 2010, Goodwill helped more than 2.4 million people train for careers in industries such as banking, IT, and health care. We also supplied them with services they needed to be successful, such as English language training, additional education, or access to transportation and child care.

Every day, Goodwill helps someone get a good job.

More than 170,000 people obtained [meaningful employment](#) in 2010 through their participation in Goodwill programs. These people went on to earn over \$2.7 billion in salaries and wages, and contributed to their communities as productive, tax-paying citizens.

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Product Description Before:

“Thomas Wooden Railway Grow-With-Me Play Table.”

This Two-in-One Playtable features a built-in Track Layout for beginning engineers and a traditional playboard for experienced engineers. A perfect grow-with-me playtable for any little engineer! Dimensions of the assembled Thomas play table are 49.5 x 33.5 x 18 inches.

The Thomas & Friends Wooden Railway Grow-With-Me Play Table features:

- Includes full size table with storage drawer.

Table features exclusive Thomas & Friends design with 3-D engine faces!

Includes 2-Sided Playboard.

Playboard features grooved layout on one side and Island of Sodor Map on the other.

- Thomas Wooden Railway vehicles, track and destinations are not compatible with Take Along Thomas items.

Important Note: This table does not include the “Thomas the Train Wooden Railway Track” or any trains. Please [click here](#) to view compatible accessories for this table.

Your preschooler will learn how to the value of friendship, and team work by discovering the rich world of **Thomas & Friends**. Ride the Rails with **Thomas & Friends** while they teach your little one important life lessons, like working together to get the job done! Create endless layouts and limitless adventures with **Thomas & Friends** new and exciting vehicles, sets, destinations, and accessories!





Product Description After:

“Thomas Wooden Railway Grow-With-Me Play Table.”

Your preschooler will learn the value of friendship and team work by discovering the rich world of **Thomas & Friends**. Ride the rails with **Thomas & Friends** while they teach your little one important life lessons, like working together to get the job done! Create endless layouts and have limitless adventures with new and exciting vehicles, sets, destinations, and accessories for **Thomas & Friends**!

Table

This Two-in-One Play Table features:



-  A built-in Track Layout for beginning engineers
-  A traditional play board for experienced engineers.
-  A full size table with storage drawer
-  Exclusive **Thomas & Friends** design with 3-D engine faces!

Dimensions

The assembled Thomas play table is 49.5 x 33.5 x 18 inches.

2-Sided Play Board

The Play Board features

-  A grooved layout for the wooden train tracks on one side
-  An Island of Sodor Map on the other.

Important Notes:

This table does not include the “Thomas the Train Wooden Railway Track” or any trains. Please [click here](#) to view compatible accessories for this table.

“Thomas Wooden Railway” vehicles, tracks, and destinations are not compatible with “Take Along Thomas” items.

Cleaning

Wipe the set from the wall outlet before cleaning or polishing it. Do not use liquid cleaners or alcohol cleaners. Use a cloth lightly dampened with water for cleaning the exterior of the set.

Installation

Water and Moisture

Do not use power-line extension cords, such as for example, power daisy-chains, wash hoses, kitchen sinks, or laundry tubs, in a wet basement, or near a swimming pool, etc.

Power-Cord Protection

Route the power cord so that it is not likely to be walked over or pinched by items placed upon it, against them, resting your finger on it, or in the plugs, receptacles, and the points where the cord exits from the equipment.

Accessories

Do not place the set on an unstable cart, stand, tripod, bracket, or shelf. The set may fall causing serious injury to a child or an adult, and serious damage to the set. Use only a cart, stand, tripod, bracket, or shelf recommended by the manufacturer.

Ventilation

The slots and openings in the cabinet are provided for necessary ventilation. To ensure reliable operation of the set, and to protect it from overheating, these slots and openings must never be blocked or covered.

- Never cover the slots and openings with a cloth or other materials.
- Never block the slots and openings by placing the set on a bed, sofa, rug, or other similar surface.
- Never place the set in a confined space, such as a bookcase, or built-in cabinet, unless proper ventilation is provided.
- Do not place the set near or over a radiator or heat register, or where it is exposed to direct sunlight.

Lightning

For added protection for this set during a lightning storm, or when it is left unattended and unused for

long periods of time, unplug it from the wall outlet and disconnect the antenna or cable cord. This will prevent damage to the set due to lightning and power-line surges.

Service

Damage Requiring Service

Display the set from the wall outlet and refer servicing to qualified service personnel under the following conditions:

- When the power cord or plug is damaged or frayed.
- If liquid has been spilled or objects have fallen into the set.
- If the set has been exposed to water or rain.
- If the set has been subjected to excessive shock by being dropped, or the cabinet has been damaged.
- If the set does not operate normally when following the operating instructions. Adjust only those controls that are specified in the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the set to normal operation.
- When the set exhibits a distinct change in performance - this indicates a need for service.

Servicing

Do not attempt to service the set yourself. Opening or removing covers may expose you to danger of electric shock or other hazards.

Refer all servicing to qualified service personnel.

Replacement parts

When replacement parts are required, be sure the service technician has used approved parts supplied by the manufacturer that have the same characteristics as the original parts. The use of inferior substitutions may result in fire, electric shock, or other hazards.

Safety Check

Upon completion of any service or repairs to the set, ask the service technician to perform a final safety check (as required by the manufacturer) to determine that the set is in safe operating condition.

Installation

Water and Moisture

Do not operate the camera around any source of water or other liquid while it is plugged into the power source.

Power-Cord Protection

Route the power cord so that it will not be walked on or have objects placed on top of it. This could cause the cord to become unplugged from the outlet.

Accessories

Do not place the camera and accessories on any unstable surface. If the set falls, it could be damaged or could cause bodily injury if it falls on someone. Use only the stands recommended by the manufacturer.

Ventilation

The camera is equipped with slots and openings to provide necessary ventilation. You should never:

- Cover these slots with any type of material
- Set the camera on a bed, rug, sofa, or similar surface
- Place the camera in a confined space, such as a bookcase or cabinet, unless it is well ventilated
- Place the camera near or over a radiator, heat register, or anywhere it is exposed to sunlight

Lightning

Keep the unit unplugged during a lightning storm to protect it from damage caused by power surges.