| Amber Taylor  Open to Relocating | Aspiring Technical Writer & Software Developer | Experienced in Manufacturing, Customer Service, and Quality Assurance | East Syracuse, NY 13057  **(315) 940-6910**  [**altwriter93@gmail.com**](mailto:altwriter93@gmail.com)[**https://www.linkedin.com/in/amber-taylor-15165b241?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app**](https://www.linkedin.com/in/amber-taylor-15165b241?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app) |
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| EXPERIENCESuperior Metals Manufacturing, Chittenago, NY — *Production Planner - Shipping Coordinator* December 2023 - May 2024  * Operates Oracle ERP System to stock inventory, complete routings, create finished good items, assemble BOMs, and gather data for reports. * Organizes shipping paperwork and checks for accuracy and completeness. Coordinates with all departments to assure shipment completion within a timely manner.  Superior Metals Manufacturing, Chittenago, NY — *Document Control Specialist*March 2023 - December 2023  * Analyzes aerospace documentation for correctness and accuracy of information. * Updates QMS Document Portal for New and Revised documents. * Admined QMS. * Collaborated with all departments on the creation of procedures, work flows, charts, and diagrams. * Trained via QMS, all new and existing employees.  Aspen Dental, East Syracuse, NY — *IT Intern*May 2019 - August 2019  * Assisted with Reporting Services by recording and analyzing data. * Modified Excel Macro using VB.NET to add a new feature. * Site mapped the entire internal Sharepoint site using Draw.io. * Explored SQL stored procedures and documented changes. | SKILLS  * Java * C++ * HTML * Oracle Applications/EBS * Logistics * Quality Control * Documentation * Technical Writing * Audits * UATs * GIT * Microsoft Suite * FrameMaker * SharePoint * Visual Studio * UML Design * Algorithm Design * **EDUCATION**  SUNY Polytechnic, Utica, NY — *B.S Computer Science*August 2020 - May 2022Onondaga Community College, Syracuse, NY — *A.S Information Systems*August 2018 - May 2020 **Technical Writer HQ**, Remote - Technical Writing Certification  June 2024 - Present |