



Breayona Reed

Technical Communicator

Personal Portfolio: breayonasaurus.github.io

Email:

breayona.reed@gmail.com

Phone:

(309) 373-5433

Education

Iowa State University

Bachelor of Science, Technical Communication

Specialization: Web Design/Programming

Ames, IA

May 2018

Work Experience

Technical Writing Intern

Danfoss Power Solutions: Ames, IA

May 2017–Dec 2017

- Created technical documentation (datasheets and manuals) using IXIASOFT DITA CMS, Adobe Illustrator, and Adobe Photoshop
- Edited existing datasheets and manuals
- Lead re-branding project for an acquired company by organizing the work and creating a majority of the documents
- Worked with engineers in multiple locations around the world

Student Office Assistant

Electrical & Computer Engineering Student Services: Ames, IA

Aug 2016–May 2018

- Organized student files and assisted with student advising needs

Cyclone Aide

Iowa State University: Ames, IA

Jan 2016–Jan 2017

- Helped incoming freshmen students adjust to university

Customer Care Agent

KONE Customer Care Center: Moline, IL

Jun 2015–Aug 2015

- Received broken elevator and escalator reports and entered them into corporate database

Skills

Web Design: HTML, CSS, JavaScript, Bootstrap

Document Creation: Adobe Design Tools (InDesign, Photoshop, Illustrator), DITA XML (Oxygen), IXIASOFT DITA CMS (as a writer), Microsoft Office (Word, Outlook, PowerPoint, Excel), Google Drive Tools (Docs, Sheets, Slides)

Organizations

Society for Technical Communication

2017–Present

- Chapter President (Spring 2017–Spring 2018)

Sigma Lambda Gamma National Sorority Inc.

2014–Present

- Vice President of Program Development (Fall 2017–Spring 2018)
- Vice President of Recruitment (Fall 2015–Spring 2016)
- Historian (Spring 2015)
- Ritual Chair (Spring 2015)