

Cole Matinzi

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WORK EXPERIENCE

Folia Materials

Oct. 2024 – Dec. 2024

Technical Writer (Contract)

Bedford, MA

- Folia Materials is a Boston-based materials science company that uses paper as a super material to make everyday life sustainable.
- I collaborated closely with researchers to translate technical information into compressed, accessible content.
- Created comprehensive FAQ documents for external clients.
- Proofread and edited company documentation and files.

University of Massachusetts-Amherst

Aug. 2022 – May 2024

Academic Administrative Assistant

Amherst, MA

- The University of Massachusetts-Amherst is a top-ranked public research university, consistently recognized for its innovative programs and diverse student body.
- Coordinated 40+ student-athlete tutoring sessions daily, providing support to foster a productive atmosphere.

EDUCATION

University of Massachusetts-Amherst

Sept. 2020 – May 2024

Bachelor of Arts, English

Amherst, MA

- **GPA: 3.96/4.0; Cum Laude;** Commonwealth Honors Scholar with Greatest Distinction; Phi Beta Kappa Honor Society; Dean's List (all semesters)
- **Technical Writing (PWTC) Specialization**
 - Produced 28-page Microsoft Word manual and community-focused 30-page grant proposal.
 - Developed multiple accessibility websites using HTML/CSS and MadCap Flare, showcasing web development expertise.
- Editor for *Jabberwocky*; the official, student-run undergraduate literary journal of the English Department.
- Authored and received an A for my 50-page honors thesis: "The Kid from Summer Street."

CERTIFICATIONS, SKILLS & INTERESTS

- **Certifications:** Professional Writing and Technical Communication Certificate, Creative Writing Certificate, Microsoft Office Certificate
- **Skills:** WCAG, Strong communication skills, Audience analysis, Proofreading, Editing, Organizational skills, Team Collaboration, SEO writing, UX design, Wireframe creation, Accessible writing
- **Technologies:** Microsoft Office, Google Workspace, Excel, Powerpoint, Adobe Illustrator, Adobe Acrobat, Adobe Photoshop, HTML/CSS, Solidworks, Madcap Flare
- **Interests:** Tennis, Boston sports (Go Celtics!), Sunset chasing, My goldendoodle Blaze, Baking, *Taskmaster*