

JACQUELINE MOORE

Technical Writer

INFORMATION

EMAIL

jacmoore@ucdavis.edu

PHONE

(650) 759-8154

ADDRESS

690 Alester Avenue
Palo Alto, CA 94303

SKILLS

Detail-Oriented

Leadership Skills

Self-Directed

Team Player

EDUCATION

University of California, Davis

Expected Graduation Date: June 2021

Biomedical Engineering (B.S.), English (B.A.)

GPA: 3.71

EMPLOYMENT HISTORY

Technical Writing Intern, Remote.it

Palo Alto, CA

June 2018 – Present

- Wrote instructions for bulk scripts feature.
- Updated Zendesk tutorials and posted responses to user questions.
- Performed data analysis of user and site traffic with Google Analytics.

Copy Editor, The California Aggie

Davis, CA

November 2017 – Present

- Edited copy with the AP Style Guide. Proofread 25 articles per week.
- Composed campus news stories. Wrote one article per week.

Research Assistant, Fabbro, Moore & Assoc., Inc.

Redwood City, CA

June 2014 – Present

- Wrote appraisal reports about valuations of clients' properties.
- Conducted research into properties and local real estate markets.
- Executive assistance — scheduling meetings, taking phone messages.

Marketing Intern, Palo Alto Housing Corporation

Palo Alto, CA

June 2016 – August 2016

- Launched client interview protocol for company outreach project.
- Composed news briefs about company's property acquisitions.

Intern Reporter, The Stanford Daily

Stanford, CA

June 2016 – August 2016

- Penned news articles about campus events and faculty.
- Interviewed Stanford faculty to gather information for articles.