

EMILI RAEDER

[My Website](#)



[Email Me](#)



[Call Me](#)



[My LinkedIn](#)

Technical Writer JLL	April 2023—Current	Skills
<p>Authors complex technical documentation for Microsoft data center maintenance engineers.</p> <p>Develops and implements facility training material to streamline employee efficiency and maintenance standards for the client. Operates as SharePoint Manager.</p> <p>Acts as JLL and Microsoft management liaison, creating and presenting visuals in PowerPoint and Microsoft Word, communicating team initiatives, project progress, and end goal timelines.</p> <p>Coordinates with CMMS SME to oversee and ensure adherence to work order processes.</p> <p>Logs new equipment in CMMS notating quantities, cost, and reorder expectations.</p> <p>Provide weekly progress reports with visuals to relevant team members and management.</p> <p>Collaborates with Mech/Electric Engineers to finalize new documentation for site maintenance.</p> <p>Maintains a high level of accuracy and attention to detail in all documents.</p> <p>Creates and manages documentation workflow, working with facility staff to ensure policies receive regular review within client SLA standards.</p>		Adobe Acrobat Illustrator InDesign Atlassian Agile Confluence JIRA Trello DOORS/Citrix Workspace
Senior Procedure Writer Wells Fargo (Contract)	October 2022—April 2023	Microsoft Office Power Automate PowerPoint SharePoint Visio
<p>Responsible for composing and formatting web content, materials, manuals, and documentation while collaborating with business SMEs to understand business changes and audience needs.</p> <p>Leads technical reviews with SMEs to develop collaborative content strategy.</p> <p>Establishes web publication guidelines and manages procedure timeline and pipeline.</p> <p>Designs technical project artifacts, manuals, training materials, and complex web content.</p> <p>Partners with clients to develop strategies to address technical documentation needs.</p>		MailChimp Styles AP Style Chicago Manual of Style
Technical Writer Abbott Labs (Contract)	March 2022—October 2022	TECHY API - Documentation CSS GitHub HTML JavaScript Markdown
<p>Manages Confluence and JIRA for the R&D Electrophysiology (EP) Software Systems Team.</p> <p>Works with requirements engineers to improve business process documentation.</p> <p>Coordinates and leads EP technical reviews. Uploads and exports metadata in DOORS.</p> <p>Windchill Change Manager, SharePoint site coordinator.</p> <p>Creates API Documentation for developers</p> <p>Creates SDLC visuals in Visio. Developed efficient processing systems (i.e. Scribe).</p> <p>Developed R&D EP Style Guide and Technical Writer training content.</p>		Windchill
Grant Researcher Collaborative Inquiry Grant	Aug. 2021—Jan. 2022	
<p>Conducted secondary research on narcissistic personality disorder and family psychology.</p> <p>Applied research knowledge to write a fictional short story collection.</p>		
Writing Consultant University St. Thomas	Sept. 2020 – May 2022	
<p>Tutors students for the University Writing Center. Specializes in ESoL students, focusing attention on first years. Advises mentees effectively on their writing samples.</p>		
Copy Writer Nutrifort Ho Chi Minh City	Spring 2020	
<p>Communicates with author to write the first five chapters of the eBook focusing on women's health, <i>If Food is Medicine Where Do French Fries Stand?</i> By: Nicole Hankins.</p>		

Education: Bachelor's Degree



English & Journalism



University of St. Thomas