

Jack Teske

TECHNICAL WRITING & COMMUNICATIONS STUDENT

OBJECTIVE

Ready to create clear, compliant documentation for medical technology, combining strong writing skills with an interest in technology to support product safety and usability.

EDUCATION

BS in Technical Writing and Communication

Focus on Biological and Health Sciences

University of Minnesota Twin Cities, College of Liberal Arts

Expected Graduation: 2026

GPA: 3.8

My studies provided me with the opportunity to:

- Tutor other students in writing (editing and providing recommendations)
- Write to standard style guides (APA and MLA)
- Draft analytical reports (concept, research, outline, draft, format, and edit)
- Develop understanding of various rhetorical techniques by analyzing the specific audience and tailoring content to that audience
- Build and conduct a usability test study for a website (Hennepin County Library)
- Learn medical terminology to understand and write documentation

EXPERIENCE

Technical Communications Intern at IDeaS, Inc. (January 2025 to August 2025)

Supported the Technical Communications team by:

- Using AI to review more than 800 support logs to find common questions
- Creating technical presentations to communicate research to company
- Maintaining 10 content libraries in HTML and CSS in MadCap Flare
- Drafting, formatting, and editing content for online help topics
- Creating and implementing in-product WalkMe guides
- Working with team to improve user design and experience
- Collaborated with team members to conduct a trial and evaluation of a new CCMS and authoring tool, giving opinions and recommendations

Environmental Services at Lifespace Communities (April 2023 – Present)

- Work weekends independently
- Assist residents in an individual and welcoming manner
- Help establish success for weekday team members

SKILLS

- MadCap Flare and Central
- WalkMe
- Adobe Acrobat
- Adobe Photoshop
- Paligo
- HTML
- XML
- Davinci Resolve
- Microsoft Suite
- Google Suite

AWARDS

James and Ruth Brown
Undergraduate Award Scholarship
for Rhetoric Studies