

Jocelyn S. Tse

Portfolio: jocelyntse.github.io/Portfolio

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EDUCATION

The University of Texas at Austin – Center for Professional Education, Houston, TX
Houston Coding Boot Camp *Graduating Oct. 2018*

Baylor University, Waco, TX
Bachelor of Business Administration in Risk Management and Insurance, Real Estate *May 2008*

TECHNICAL SKILLS

Full-Stack Web Development:

- HTML5/CSS
- JavaScript/JQuery
- Responsive Design/Bootstrap
- REST API consumption
- JSON
- Node.js
- MySQL
- Git

Software: MadCap Flare, MadCap Capture, Microsoft Office, Paint.NET

WORK EXPERIENCE

Technical Writer *Jan. 2015 - Present*
Reynolds and Reynolds, Houston, TX

- Conducted extensive research, thorough product testing, documented new changes, and suggested improvements to enhance existing software for easier use by customers
- Edited documentation for accuracy of content, as well as style, grammar, and layout, for 23 software applications and five web applications
- Managed content submission for seven writers on two separate teams
- Produced accurate and complete documentation introducing enhancements for various applications each software release
- Developed and maintained hardcopy manuals and online reference materials for software products

Additional Work Experience

Consultant, *Sephora, Houston, TX* *2014*
Store Coordinator, *VOGO Salon, Boston, MA* *2011-2013*
Childcare Provider, *Winchman family, Weston, MA* *2010*
Assistant Team Teacher, *Beginnings Child Development Center, Weston, MA* *2009*
Accounting Associate, *Northland Investment Corporation, Newton, MA* *2008*