

technical writer
writing coach
program manager

Kate Elizabeth Foust
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education

**Full-Stack Developer
Bootcamp**
UC Berkeley Extension
Bay Area, CA. Nov 2019-present

MA Professional Writing
Carnegie Mellon University
Pittsburgh, PA. 2015

BA English
College of the Ozarks
Point Lookout, MO. 2013
Minors: Music, Rhetoric

writing experience

Sr. Technical Writer. Autodesk San Francisco, CA. *current*

Write and maintain technical documentation for internal and customer developers; create end-user content for Autodesk cloud offerings; currently developing a program to teach developers basic writing principles through 1:1 coaching and workshops.

Previous: Worked across Security, Engineering, and Sales to develop a content management system and process for responding to customer RFIs; edited whitepapers on Autodesk's security and compliance programs; mentored a Year Up intern as she wrote process documentation and instructions for using the RFI library and coordinated a content review across 10+ engineering, product, and legal teams.

Technical Writer, Infrastructure Compliance. Salesforce San Francisco, CA. 2016

Wrote internal whitepapers for auditors describing all aspects of Salesforce compliance; implemented a strategy for reviewing and managing auditable documents, and developed a custom approval workflow in Confluence; mentored college intern who was offered a full-time position; managed Confluence plug-ins; as a certified scrum master, lead internal documentation and compliance teams to adopt Agile methods.

Technical Writing Intern. Salesforce San Francisco, CA. 2015

Supported a Confluence pilot by porting Salesforce's primary internal architecture guide from XML to Confluence, collaborating with engineers to update content, and proposing a strategy for maintaining the guide; helped to drive adoption of Confluence by writing documentation, leading presentations, and troubleshooting issues.

communication skills

Writing, editing, content strategy, user research, communication design, project management, information architecture

authoring tools & languages

RST, Markdown, Atlassian Confluence, HTML, CSS, JavaScript, InDesign, Illustrator, Photoshop, oXygen XML Editor

interests

Plain language, information literacy, clarinet, social justice, volunteering, puns

relevant coursework

Writing: Professional & Technical Writing; Software Documentation, Style

Research: Planning & Testing Documents; Music, Technology & Culture

Design: Document Design; Web Design

volunteering

Director of Membership (Previous: Director of Marketing)
San Francisco Lesbian Gay Freedom Band

San Francisco, CA. *current*

Friendly Visitor
Openhouse

San Francisco, CA. *current*