

ETHAN

WRITER

CONTACT INFO

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EDUCATION

M.A. Professional Writing
Carnegie Mellon University
Pittsburgh, PA
August 2019 - Expected December 2020

B.A. Evolutionary Anthropology
Minor Professional Writing
University of California, Davis
Davis, CA
September 2010 - June 2014

Regents Scholar (highest merit-based
award in the UC system)
Summa cum laude

COURSEWORK

Graduate

- Professional & Technical Writing
- Web Design & Information Architecture
- UX for Documents
- Usable Privacy and Security
- Instructional Text Design
- Python for Humanities
- Information & Document Design (Basic and Advanced)
- Multimedia Design
- Style
- Rhetorical Grammar

Undergraduate

- Technical Editing
- User Experience Documentation
- Advanced Composition
- Journalism

PALM

EXPERIENCE

Technical Writing Intern

Github / Remote / Summer 2020

- Served as lead writer on content improvement plan for GitHub Desktop, a GUI application for the Git workflow
- Define audiences and user stories for GitHub Desktop documentation
- Write and edit procedural and conceptual articles and guides

Freelance Writer

Los Angeles, CA; Portland, ME; Pittsburgh, PA / 2015 - Present

- Write bylined articles, case studies, research briefs, press releases, and other communications materials
- Interview subject matter experts
- Manage client needs and conflicting deadlines

Program and Membership Coordinator

Jewish Community Alliance of Southern Maine / Portland, ME / 2017 - 2018

- Created content to teach members how to use online membership platform (FAQs, emails, web copy, print handouts) and internal documentation for employees
- Customized UX writing and design of online membership platform
- Collaborated with a volunteer engineer to design an online calendar
- Wrote Program and Membership Associate training handbook
- Exceeded annual membership revenue goal in six months

AmeriCorps VISTA & Board Member

One Tree Center / South Portland, ME / 2016 - 2018

- Wrote email, web, and print marketing copy
- Taught coworkers to use digital marketing tools
- Taught preschoolers to be nice

Public Relations Associate

The Wonderful Company / Los Angeles, CA / 2014 - 2015

- Wrote, published, managed translation and distribution of two quarterly company news magazines with circulations of 4,000+
- Revised crisis communication handbooks for four departments
- Wrote and distributed a weekly public email newsletter
- Prepared slide decks and talking points

SKILLS & TOOLS

- | | |
|---------------------|---|
| • Technical writing | • Interviewing |
| • UX Writing | • Adobe CC (InDesign, Illustrator, Photoshop) |
| • Content design | • Wordpress |
| • Editing | • MailChimp |
| • Public relations | • HTML/CSS |
| • Communications | |