

Andrea Swanson

Document Format and Quality Specialist

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Professional document specialist, combining 13+ years of experience with a passion for communication, collaboration, excellence, and creativity.

Skills & Expertise

- Type 80 wpm
- Technical and copy editing
- Transcription and file management
- Adept at creative problem solving
- Proficient in Microsoft Office Suite
- Proficient in Adobe Creative Suite
- Excellent communication and interpersonal skills

Professional Experience

FREELANCE DOCUMENT FORMAT & QUALITY SPECIALIST / TECHNICAL EDITOR | Sacramento, CA
Owner/Operator (2016 – Present)

Provide dynamic, responsive, remote document support to multiple clients.

- Client-specific style, design, and formatting services resulting in a **high-quality visual branding**
- Technical and copy-editing bringing **polish and refinement** to any written document
- Collaborative development of **illustrative graphics** to enhance technical reports and proposals

FLOYD|SNIDER | Seattle, WA

Document Format & Quality Specialist (2015 – 2018)

Provided technical editing and document support to an office of 30+ engineers and scientists.

- Worked cooperatively with a small team of editors to ensure that all documents met the highest standards and **upheld the firm's reputation for excellence** in the public and private sectors
- Oversaw quality assurance/quality control of final documents prior to delivery
- Provided **dynamic graphics and styling** to proposals and marketing materials
- Developed templates and maintained style documents to the latest standards and specifications

GEOMATRIX CONSULTANTS/AMEC EARTH & ENVIRONMENTAL | Seattle, WA

Project Assistant (2003 – 2012) | On-Call Assistant (2012 – 2015)

Provided word-processing and document formatting services for a group of 25+ scientists and engineers.

- Provided scheduling, formatting, and production services for **300+ deliverables annually**
- **Lead a small team of project assistants**, managing workflow, deadlines, and project-specific requirements
- Maintained a **high level of excellence** in quality assurance/quality control of all documents
- Assisted in the development and creation of marketing and promotional materials
- Stayed with the firm as an on-call assistant while pursuing my higher education full time

Education

Bachelor of Fine Arts | 2014 | UNIVERSITY OF WASHINGTON | Seattle, WA | *Magna cum laude*