

# MIRANDA DE LA VICTORIA

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Saint Paul, MN

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## EDUCATION

University of Minnesota	In progress
Master of Science in Scientific & Technical Communication	
Columbia University	Sep 2018
Publishing Certificate	
University of Texas at San Antonio	Dec 2014
Bachelor of Arts (BA) in English	

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## SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with HTML and CSS
- Basic understanding of Git and GitHub
- Text editors Atom and Brackets
- Developing skills in XML, DITA, and DTD
- Familiarity with Adobe InDesign, Photoshop, Spark, FrameMaker, Acrobat
- Writing, editing, and proofreading

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## EXPERIENCE

3M   Saint Paul, MN	
Technical Writing Intern	Jan 2020-Present
<ul style="list-style-type: none"><li>• Structured authoring user instructions, technical bulletins, and technical data sheets</li><li>• Video production and video editing</li></ul>	
University of Minnesota - U Market Services	Aug 2019-Jan 2020
Program/Project Specialist	
<ul style="list-style-type: none"><li>• Plans and coordinates administrative programs and initiatives</li><li>• Draft and prepare reports, graphs, manuals, presentations and correspondence</li></ul>	
University of Minnesota Bookstores	Nov 2015-Aug 2019
Office Support Assistant	
<ul style="list-style-type: none"><li>• Processed over 2,500 textbook requisitions every semester</li><li>• Assisted in implementing a new online textbook requisition system</li><li>• Corresponded with faculty and publishers</li></ul>	
Gemini Ink   San Antonio, TX	Summer 2014
Programs Intern	
<ul style="list-style-type: none"><li>• Assisted in drafting a grant proposal requesting funds for the veterans' writing program</li><li>• Drafted promotional emails for creative writing workshops</li><li>• Transcribed a veterans' anthology titled I Know Their Names</li></ul>	