Navee Kaur

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EDUCATION	**University of Washington Bothell**	
	▪ Bachelor of Science in General Biology	Sep 2013 – Dec 2016
	▪ Minor in Computer Science and Software Engineering	Mar 2016 – Dec 2018

SKILLS

Writing Technical writing process; tutorials; Javadoc; Project Initiation Documentation;

Technologies Java; C++; Markdown; Google Cloud Platform; Jira; DITA; XML

Management Agile project management; planning Work Breakdown Structure; risk management; analysis and design for software development

PROFESSIONAL EXPERIENCE

Technical Writer, Cisco through Trilyon, Inc., Seattle, WA   Oct 2018 – Dec 2018

A contract opportunity, in which I created documentation for new features and edited existing product documentation for the Cisco Webex Teams app.
- Worked with the on-site engineering team and remote stakeholders to gather requirements for new features, and planned and developed high-quality documentation for these features.
- Organized existing documentation in the content manager to allow for easier access for the team. Also restructured existing documentation for product updates or to apply customer feedback.

Technical Writer Intern, Google Cloud Platform, Seattle, WA   Jun 2018– Aug 2018

Created solution documents, such as step-by-step guides, on deploying Jira on Google Cloud Platform services.
- Gained invaluable experience in the technical writing process by gathering requirements from subject matter experts, planning deliverables, drafting solutions, testing associated technologies, and publishing.
- Learned how to review peer documents and provide critical feedback to improve document clarity and conciseness. Also received valuable insight from senior editors and writers for my review process.
- Created a supplementary YouTube tutorial for a better user experience.

Project Manager Intern, Digital Future Lab, Bothell, WA   Jan 2017 – Dec 2017

Managed three different game development projects and helped communication between the design, development, and art teams for each project.
- Studied existing requirements and design docs in order to break the work down into tasks to meet business requirements, and applied Agile best practices to update design documents as necessary.
- Lead daily stand ups, managed release planning, and pushed for effective reporting to ensure maintenance of timelines and reduction of issues.

Technical Writing Tutor, Writing and Communication Center, Bothell, WA   Sep 2015 – Dec 2017

Tutored and mentored students in their writing assignments as a Peer Consultant and helped them establish best practices for the technical writing process.
- Guided individual students through one-on-one tutoring sessions.
- Lead group workshops and educational outreach projects in UWB classes.

Medical Scribe, PhysAssist Scribes, Inc., Tacoma, WA   Jun 2016 – Dec 2016

Provide real-time charting for physicians by shadowing them throughout their shifts. Duties include recording the patient's history and chief complaints, transcribing physical exams, recording diagnostic test results, and preparing plans for follow-up care.
- Learned how to document clearly and concisely with less verbose in a high stress environment.
- Understood the significance of writing in an established style that provides consistency. This saved time during physician sign-off and avoided insurance disparities.

RESEARCH EXPERIENCE

Computational Molecular Design for Applications in Disease Treatment, UWB   Jan 2016 – Jun 2017

Designed therapeutic compounds to treat Dengue virus using computational screening of existing compound libraries using UCSF Chimera.
- Investigated existing scientific literature to formulate hypothesis and research plans to computationally model the binding of novel compounds to the active site of dengue NS3 protease.
- Ran molecular design calculations using lead optimization and organized this data into informative figures for reports.

LEADERSHIP EXPERIENCE

Department Coordinator, Neuro Epilepsy, Swedish Medical Center, Seattle, WA   Apr 2016 – Dec 2016

Supervised 30 Health Scholars, oversaw departmental duties, and served as a liaison between the company and hospital.
- Presented weekly departmental statistics, suggestions, and achievements to my Directors and Program Managers, which allowed us to reflect on the program's effectiveness and make changes to it accordingly.