CAMILLE HENDERSON

QA Engineer & Digital Content Manager

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(530) 774-5887 (text/call)
Chico, California, USA

EDUCATION

Bachelor of Arts in French
Minor in Spanish

California State University, Chico
Chico, CA
2016 – 2020

SKILLS

Strong English grammar and vocabulary

Reading/writing proficiency in French and Spanish

Excellent attention to detail

Tech savvy and confident in learning new apps and programs

Caption writing

Headline & SEO writing

Advanced knowledge of all Google Suite web-based services

Experience with inventory management and databasing

Understanding of UI/UX design

Working knowledge of HTML/CSS

Familiarity with JavaScript

Adobe Photoshop, Illustrator, InDesign, and Premiere Pro

Working knowledge of Figma and Canva

Understanding of WordPress, Tumblr, and other blogging platforms

Content Management Systems (CMS) including Catapult, Inception, and Studio

Advanced knowledge of all Microsoft Office and Office 365 applications

Experience with Slack, Zoom, and other multi-platform communication applications

Working knowledge of Jira, Confluence

Strong interpersonal skills

CAREER OBJECTIVE

I am an experienced Digital Content Manager with a passion for language and technology, looking to further my career in the copywriting and editorial industries. My goal is to find a position with upward movement and professional growth potential that uses my strong writing and editing abilities. I am quick to adapt and learn new technologies and am an excellent communicator and collaborator with colleagues and clients.

PROFESSIONAL EXPERIENCE

Digital Content Manager / QA Engineer

Shasta QA, Chico, CA ● May 2019 – Present

- Cross-examine digital magazines in Apple News (across all iOS and MacOS devices) with their print versions to create a flowing and responsive digital layout while maintaining the integrity of the print design.
- Edit copy and make design changes to the Apple News articles in a JavaScript-based content management system.
- Communicate revisions to the design team in Malaysia using Files.com FTP and Google Suite (especially Sheets).
- Have awareness of the target market of each title (USA, English- and French-speaking Canada, the UK, and Australia) and any differences they may have in their grammar and vocabulary.
- Have strong knowledge of English and French grammar rules, including AP style guidelines.
- Balance thoroughness with efficiency, depending on title urgency of the on-sale dates and individual workload for the day.
- Be responsive and punctual in Slack to ensure strong communication of publishers' needs when reviewing their titles.
- Understand design principles and have a good aesthetic eye when reviewing article flow and layout.

Instructional Assistant – Computers

Chico Unified School District, Chico, CA ● January 2018 – September 2020

- Assisted school administrators, instructors, and students with various tech-related issues including peripheral maintenance, updating software applications, and instructing their use in an understandable way.
- Maintained the Chromebook 1:1 program at the school by identifying students' technical problems (software vs. hardware, usually) and helping them understand what went wrong and how to fix it.
- Managed the school's social media presence by posting the most up-to-date communications directly from site admin to the parents and students through Facebook, Twitter, and Instagram.
- Maintained the front end of the school website using their Catapult Content Management System in addition to utilizing my knowledge of HTML/CSS and UI/UX design principles.
- Recorded and edited videos in Adobe Premiere Pro and created graphics/flyers in Adobe Photoshop for the school's important events.