

FREELANCE EDITOR, TECHNICAL WRITER, TRANSLATOR  
FREELANCE EDITOR, TECHNICAL WRITER, TRANSLATOR  
Technical Writing and Editing, Localization with Web Dev and eLearning background  
Kirkland, WA  
Work Experience  
FREELANCE EDITOR, TECHNICAL WRITER, TRANSLATOR  
June 2018 to Present  
Editing: I copy and line edit technical and nontechnical writing, including translations and documents by nonnative English speakers. Recent work includes writing a 100+ page software manual, copy editing for a nonprofit (e-newsletters, web content, and self-published nonfiction) and copy editing for a package design company. Translation: I do translation and localization of online content, technical documents, and eLearning applications. My other areas of expertise include: cooking and baking, European travel and immigration issues, yoga and meditation, language learning and instruction, and nontraditional parenting (2e, gifted, homeschool, etc.).  
FREELANCE WEB DEVELOPER  
Technical Writing  
February 2008 to Present  
I write technical documentation for software applications, coding processes, website maintenance, and internal security policies.  
FREELANCE WEB DEVELOPER  
FEB 2008 - PRESENT  
I develop and manage websites for small businesses and individuals. Though I occasionally build static sites, I now primarily used Wordpress. I develop highly customized sites that utilize payment walls and membership log-ins, Patreon, Mindbody's HealCode plug-in, newsletter subscriptions, embedded content, and every major social media tool. Occasionally I manage user accounts, social media updates, and content editing, and I frequently create newsletter templates (with Constant Contact and MailChimp).  
WEB TECHNOLOGIES INSTRUCTOR AND DEVELOPER  
BROOKWOOD MEDIA ARTS - Lower Gwynedd, PA  
February 2001 to July 2010  
Note: I was a full-time employee of Brookwood from February 2001 through July 2003. I returned to them full-time in September 2007, until I moved to the West Coast in February 2008. I continued to work with them as a freelance instructor until 2010.  
Education  
M.A in Translation in French to English  
Open University  
B.A. in Comparative History of Ideas  
University of Washington - Seattle, WA  
Skills  
on-screen and hard-copy editing (1 year), copy editing (5 years), Style Manuals: Chicago, APA, MLA, AP (5 years), Style Sheet Development (10+ years), Content Management Systems (10+ years), Amazon KDP, self publishing (1 year), Digital Newsletter creation and management (10+ years), Expert User of Adobe

Creative Suite (10+ years), Expert User of MS Office Products (10+ years), Technical Writing and Documentation (10+ years), Front-End Web Development (10+ years), eLearning Application Development, Line Editing, HTML, Technical Writing, Manual, GitHub (2 years), CSS (10+ years), CMS (10+ years), Adobe eLearning Suite (5 years), Proofreading (2 years), Javascript (10+ years)

Links <http://www.nikkihegstrom.com> Certifications/Licenses Certificate in Editing October 2018 to Present Rigorous editing program through the University of Washington. Intensive review of grammar and copy editing, line editing, developmental editing, and proofreading. Technical Writing June 2018 to Present Technical Writing intensive program through Bellevue College. Assessments

Verbal Communication Expert March 2019 Measures a candidate's ability to effectively convey information when speaking. Full results: [https://share.indeedassessments.com/share\\_assignment/i3di7lzt4l3l35lt](https://share.indeedassessments.com/share_assignment/i3di7lzt4l3l35lt)

Written Communication Expert March 2019 Measures a candidate's ability to convey written information using proper grammar rules. Full results: [https://share.indeedassessments.com/share\\_assignment/y6-7hgbg-nmnsjay](https://share.indeedassessments.com/share_assignment/y6-7hgbg-nmnsjay)

Search Engine Optimization Proficient March 2019 Measures a candidate's ability to interpret online website performance metrics and understand search engine optimization tactics. Full results: [https://share.indeedassessments.com/share\\_assignment/q0y7bo32k5fvs3ec](https://share.indeedassessments.com/share_assignment/q0y7bo32k5fvs3ec)

Proofreading Highly Proficient March 2019 Proofreading written texts. Full results: [https://share.indeedassessments.com/share\\_assignment/k6axc-0h-r-ulwgv](https://share.indeedassessments.com/share_assignment/k6axc-0h-r-ulwgv)

English Communication Skills: Typing Expert August 2019 Measures a candidate's ability to effectively transcribe text using a standard keyboard. Full results: [https://share.indeedassessments.com/share\\_assignment/5r-guoikalg4-xhd](https://share.indeedassessments.com/share_assignment/5r-guoikalg4-xhd)

Workplace English Expert August 2019 Understanding spoken and written English in work situations. Full results: [https://share.indeedassessments.com/share\\_assignment/yhsmmfbf5gb9tpsk](https://share.indeedassessments.com/share_assignment/yhsmmfbf5gb9tpsk)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Dana Wheeler

Email: carmen19@example.net

Phone: +1-453-273-8815x9933