

Vivian Vu

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EDUCATION

Virginia Commonwealth University | Richmond, VA

Expected Graduation – May 2023

- Bachelor of Science in Interdisciplinary Studies
- Focus in Technical Communications of Software and Business Structures
- Minor in Computer Science and General Business

Overall GPA 3.24 / 4.00

Relevant Coursework

- | | | |
|-------------------------|---------------------------|----------------------------------|
| • English I & II | • Programming I & II | • Interdisciplinary Web Design |
| • Craft of the Argument | • Data Structures and OOP | • Economics, Accounting, Finance |
| • Public Relations | • Software Development | • Business Information Systems |

RELEVANT SKILLS & TECHNOLOGIES

- **General Technical:** Java, C, HTML, CSS, JavaScript, Microsoft: Word, Excel, PowerPoint, Google Drive, GitBook, GitHub, PuTTY, WordPress, Figma, Adobe Photoshop
- **OS:** Windows, Mac, Linux Ubuntu
- **IDE:** NetBeans, IntelliJ, Eclipse, Visual Studio Code
- **Transferrable:** Social media management, documentation and reports, detail-oriented, project management, project organization, typing speed of 110+ wpm

WORK EXPERIENCE

Peerless Public Safety Solutions | Midlothian, VA

June 2022 – Present

Technical Writing Intern

- Communicate with executives and community members for feedback and commentary
- Author and research a 40-page extensive online training manual for the LogisticsOne Solution software
- Write clear and functional instructions, procedures, and summaries of 30+ categories and subsections
- Proofread and organize technical documents into a quality-consistent online handbook using GitBook
- Test updates and analyze both Peerless PSS and LogisticsOne main software and website for bugs and errors

RELEVANT PROJECTS

Robot Delivery System Requirements Manual | *Author*

April 2022 – May 2022

- Authored and revised a 12-page system requirements manual for a food-delivery robot software consisting of a table of contents, glossary, process life-cycle, implementation phase, and future expectations

Nail Salon Website | *Developer and Writer*

January 2022 – February 2022

- Developed and designed a 5-section website for a local nail salon business utilizing HTML5, CSS3, and JavaScript to extend site capabilities as a solo project
- Organized and drafted each detailed documentation and digital content within the home, pricing, and booking page to entice future clients by writing clear, functional, and expressive descriptions

Tax File Database System | *Developer*

January 2021 – February 2021

- Collaborated with a team of 5 to establish and write a proposal for a functional cohesive mock database system
- Developed the taxpayer calculation system section using Java and calculated tax equations to simulate the database