

HIGHLIGHTS

- 11 yrs. technical writing proficiency
- Content development, strategy, & taxonomy
- Asset & knowledge management
- Markdown & GitHub
- Process adoption & change management
- Process lifecycles & improvement
- Peer mentor & writing coach
- Evangelism & outreach
- Product validation & human-centered design
- MS Suite & Confluence
- Figma, infographics & Visio
- XP Agile, Jira
- API enablement, OAS / Swagger, gateways, & Postman
- Analytics enablement, user behavioral data & analysis

EXPERIENCE

TECHNICAL WRITER II

3/2023 – PRESENT

ANALYTICS ENABLEMENT | KROGER DIGITAL & TECHNOLOGY

Supporting Analytics Enablement initiative to develop an Enterprise-level Data and Analytics Portal, enhancing self-service capabilities and the document library.

- Led efforts to create a comprehensive Portal Library, leveraging docs-as-code approach, reducing information retrieval time for users.
- Authored a Technical Writing How-to Guide, including infographics and templates, to facilitate the adoption of the docs-as-code process.
- Developed intuitive UI content for the Data & Analytics Portal, improving user experience and contributing to an increase in portal engagement.
- Partnered with Product Design to conduct discovery interviews and gather insights that informed the portal’s user-centric design.
- Migrate existing platform documents to GitHub Readme files to improve consistency, accessibility, and prepare for publishing.

TECHNICAL WRITER

11/2022 – 3/2023

PRODUCTS | SORCERO

Bolstered the Product Platform's endeavors to update and standardize product-related documentation concentrating on external-facing informatives and internal-facing instructionals.

- Instituted a technical writing standard, introducing industry best practices, processes, and templates, and enhancing document quality.
- Authored customer Product Overviews and User Guides for two major product platforms improving format, accuracy, and comprehension.
- Developed and regularly updated Product Release Notes, for a suite of applications, ensuring clear communication of ongoing product evolutions to diverse audiences.

SR TECHNICAL WRITER / KNOWLEDGE MANAGEMENT SPECIALIST

11/2018 – 8/2022

API ENABLEMENT | FORD MOTOR COMPANY

Advanced API enablement initiatives in Ford's Enterprise Connectivity ecosystem. Strong focus on API quality, publishing, and subscription processes for internal software engineers.

- Generated and edited content for the Enterprise’s first gateway-agnostic API Catalog, Publisher, and Access Management sites.
- Launched multiple GitHub wikis to promote a culture of self-service, knowledge sharing, best practices, and process adoption across 100+ product development teams.
- Managed multiple team-level communication channels successfully facilitating product awareness and change management throughout the enterprise.
- Supported & triaged a community of 2k+ users to reduce obstacles and resolution time, ensure customer success, gain product trust, and decrease product developer interruptions.
- Assisted in product design of the API Catalog (and its tutorial videos) – conducted interviews and analyzed data to ensure feedback was properly incorporated into the user experience.
- Implemented user support and production issue log to accelerate future mitigation, and identify trends, process weaknesses, missing documentation, and prioritize long-term resolution.
- Co/Hosted outreach and evangelism of platform enablement products and tools to drive traffic to API Catalog, promote API Quality initiatives, and obtain crucial feedback.
- Represented the API Catalog booth at GLITS (Global Learning IT Submit) and earned top booth award at the “Day of Rest” API Conference.
- Earned API Excellence Award 2021 for *the dedication and tremendous effort in enabling PDO organizations to improve API Quality and Security across the Enterprise*.
- Coauthored and presented a piece on Safely Talking About Race in the workspace to 100+ audience effectively promoting productive conversations around Diversity, Equality & Inclusion.

TECHNICAL WRITER

DIGITAL BUSINESS TRANSFORMATION & COMPLIANCE | COMERICA BANK

6/2018 – 11/2018

Created and edited technical enterprise documents focusing on system integration and cloud migration for the Digital Business Transformation Compliance Office.

- Partnered with Architecture, Infrastructure, & Planning teams to diagram intricate process flows and architecture used to direct implementation and overcome fixed deadlines.
- Innovated a streamlined 2-step team review process, for technical document approvals, which was adopted across multiple domains within the organization.

LEGAL TECHNICAL WRITER

8/2013 – 2/2018

REGULATORY COMPLIANCE | CREDIT ACCEPTANCE CORPORATION

Collaborated with various business units to create, edit, distribute, and catalog user-friendly, corporate documents with superior technical writing and project management expertise.

- Expedited document approval process by coordinating with executives & corporate attorneys which fostered trust and long-term business associations at all organizational levels.
- Assessed process gaps and inefficiencies to identify risk and craft a unified message across multi-team documentation.
- Assimilated new team members as the department's peer mentor and subject matter expert.
- Inspired the team to creatively overcome complex obstacles to beat rigid deadlines and exceed expectations.
- Established corporate document standards (job aids, policies, procedure guidelines).
- Organized company-wide events across multiple offices, including the back-to-school supply drive, which grossed the single greatest windfall for the recipient.

EDUCATION

MASTER OF ARTS

Communication Studies

EASTERN MICHIGAN UNIVERSITY

BACHELOR OF SCIENCE

Individualized Studies

[Communication, Marketing, Humanities]

EASTERN MICHIGAN UNIVERSITY