Amanda Westlake

Tufts University Class of 2023 | Wakefield, MA 01880

Technical Writer Intern

Google, San Francisco, CA   **June 2022 - Present**

- Plan, write, edit, and publish technical documentation for Anthos Multi-Cloud, writing public facing guides and tutorials for a Google Cloud product that allows clients to manage Kubernetes applications on AWS and Azure public clouds
- Work with engineers and relevant stakeholders to learn about product and determine effective documentation strategies
- Gain hands-on experience in Kubernetes environments across Google Cloud Platform, AWS, and Azure to fully understand various developer needs, experiences, and critical user journeys

Teaching Assistant

Tufts University, Medford, MA   **September 2020 - December 2021**

- Teaching assistant for Computer Science for All (Python, fall 2020) and Data Structures (C++, spring and fall 202)
- Hosted 3-5 office hours each week, taught weekly lab section, and carefully graded student assignments
- Designed and presented short lectures for lab section of 10-12 students on concepts including graphs, heaps, binary search trees, hash tables, and recursion to increase student understanding
- Emphasized importance of adherence to course style guide, rigorous documentation, and programming best practices

Managing Editor

The Tufts Observer, Medford, MA   **August 2021 - December 2021**

- Managed staff of 40+ writers, editors, and contributors and five-figure budget for Tufts's oldest publication, a biweekly print newsmagazine with circulation of 700, editing all articles as well as overseeing podcast, publicity, and multimedia teams
- Ensured accuracy and integrity by upholding strict journalistic and editorial standards in accordance with style guide
- Published in-depth feature length articles analyzing and reporting on a variety of crucial issues within the Tufts community, including current events, opinion pieces, campus news, and arts and culture
- Worked as Section Editor, Staff Writer, and Copy Editor for a total of five semesters on staff

Teaching Assistant

Girls Who Code, Remote   **June 2021 - August 2021**

- Taught HTML, CSS, & JavaScript to 3 classes of 30+ students in virtual Summer Immersion Program
- Spoke on organization-wide panel of 4 selected TAs who held expanded responsibilities in the classroom
- Coached each to student plan, design, and program unique interactive website from scratch in HTML, CSS, and JavaScript
- Actively contributed to closing gender gap in tech by supporting female and nonbinary high school students

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Education

Tufts University

Expected graduation spring 2023, GPA: 3.71

- Computer Science major, English & Political Science minors
- Relevant Coursework: Intro to CS, Data Structures, Algorithms, Discrete Math, Calculus 1, Calculus 2, Intro to Cyber Security, Machine Structure and Assembly Language Programming, Digital Humanities, Creative Writing, Intermediate Journalism

Skills

- **Computer Science:** C++, C, Python, HTML/CSS, JavaScript, Git/Github, Linux, Kubernetes
- **Editorial:** Writing (technical, journalism, creative), editing, copy editing, proofreading, research, fact checking, interviewing
- **Google Suite:** Drive, Docs, Sheets, Slides, Calendar, Scripts, Gmail, Colab
- **Languages:** Intermediate Spanish

✉ amanda.westlake@tufts.edu 📞 (781)-632-9076

🌐 www.westlakeamanda.com in linkedin.com/in/amandawestlake