

# Anna Pearsall

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Hello! My name is Anna Pearsall, and I am a technical writer and web designer. My passion is working on creative technical communication projects that challenge my limits. I enjoy working collaboratively with a team of people who share my passion and drive for excellence.



## Education

**Eastern Washington University** | June 2022 | Summa Cum Laude | GPA 3.96

**BA** Technical Communication

**Minor** Creative Writing

**Completed Coursework**

Grammar for Professionals • Instructions and Procedures  
Usability • Public Relations Writing • Marketing • Proposal Writing  
Editing in Technical Communication • Web Design I, II, and III

## Skills

- Technical Writing
- Technical Editing
- Web Writing
- Web Design and Development
- Proofreading
- UX Design
- Effective Communication
- Time Management
- Working Remotely

## Qualities

- Attention to detail
- Perform well under pressure
- Determined and focused
- Work excellent in a team

## Programs

### Microsoft Office Suite

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Publisher

### Adobe Creative Cloud

- Adobe InDesign
- Adobe XD
- Adobe Dreamweaver
- Adobe Illustrator
- Adobe Photoshop

### Web Design Tools

- Visual Studio Code
- CodePen
- GitHub
- Netlify

### Programming Languages

- HTML
- CSS
- JavaScript

## Experience

### Technical Writing/Software Engineer Intern

**Johnson Controls** (September 2021 - April 2022)

**Tasks** Edit and proofread articles • Publish across different databases  
Process registrations for access to databases • Format across  
different file formats • Customer support email correspondence

### Technical Writing Intern

**Get Lit! Festival** (Jan 2021 - June 2021) (March 2022 - June 2022)

**Tasks** Writing social media posts • Designing flyers • Email  
correspondence with authors • Facilitating Zoom events  
Facilitating in-person events • Delivering and distributing posters

### Guest Services/Lodge Retail Lead

**Allen Marine Tours** (Summer of 2019 and 2021)

**Tasks** Operate galley on vessel • Enhance cruise experience for passengers  
Direct and assist passenger movement on and off vessel • Helping  
with any problems that arise • Report sales • Clean and sanitize  
vessel • Participate in passenger safety orientation

**Tasks** Create and organize product displays • Manage inventory  
Report sales • Clean gift shop and bathrooms • Operate register

## Projects

### Web Design Projects (Winter 2021 - Spring 2022) - Individual

I worked on various web design projects in Web Design II and III.

- Quote Show (HTML, CSS, JS)
- Google Doodle (HTML, CSS, JS)
- Landing Page (HTML, CSS, JS)
- API Dashboard Widgets (HTML, CSS, JS)
- API Class Roster (HTML, CSS, JS)

### Web Development/Design (Spring 2022) - Individual

I worked with my client, Noelle Bowden, to design and publish her portfolio.

- Designing layout in Webflow
- Correspondence with client
- Deploying to custom domain (noellebowden.com)

### Video and Print Instructions (Spring 2021) - Team

My team developed instructions for Virtual Labs. I served as our team manager.

- Writing print instructions
- Screen recording
- Basic video editing
- Revising, editing, and proofreading

### Web Writing (Winter 2020-21) - Individual

I worked with EWU's Sustainability department to write and design a webpage.

- Interviewing experts
- Correspondence with client
- Writing webpage content
- Designing webpage with WordPress

### iFixit Instructions (Winter-Spring 2020) - Team

I worked in a team with iFixit to write repair guides and a troubleshooting page.

- Photography of steps
- Writing content
- Correspondence with client
- Revision and editing

## References

Available upon request