

Abigail Scarborough

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Objective

Highly motivated technical communication graduate seeking to fill position for technical writer. I am a determined worker, and wish to find a company that I can grow with as I prove to be an asset to the company.

Education

Bachelor of Arts – Technical Communication

2015-2017

Minor in Visual Communication Design/*Emphasis* in Public Relations

Eastern Washington University - Dean's List, GPA 3.76

Areas of Study:

- | | |
|-------------------------------|----------------------|
| ▪ Usability & Document Design | ▪ Technical Editing |
| ▪ Grant Proposal Writing | ▪ Public Relations |
| ▪ Professional Grammar | ▪ Public Speaking |
| ▪ Instructions & Procedures | ▪ Publication Design |

Computer Skills

- | | | |
|---------------------|------------------------|------------------|
| ▪ Adobe InDesign | ▪ Microsoft PowerPoint | ▪ Basic HTML/CSS |
| ▪ Adobe Illustrator | ▪ Microsoft Excel | ▪ Adobe Acrobat |
| ▪ Adobe Photoshop | ▪ Microsoft Word | ▪ MadCap Flare |

Academia Projects

- Wrote a \$30,000 grant proposal for nonprofit (Spokane Guilds' School)
- Developed instructional customer-facing documentation for iFixit
- Performed official usability testing to enhance user experience of documentation

Work Experience

Costume Designer Assistant

2015-2017

Eastern Washington University – Cheney, WA

I worked within the theater department. My main responsibilities were designing, building, and maintaining costumes and accessories used in theater productions. I was also charged with organizing, restocking and renting costumes between productions. Most projects completed in teams.

Development Intern

Second Harvest – Spokane, WA

June-August 2017

My position required numerous areas of technical writing. My tasks included grant proposals, annual reports, program records, donor handouts, case statements, and letters. I was also tasked with document design for many different official documents.

References

Kathy Hedgcock
Second Harvest
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