

# Abigail Scarborough

12525 West Meadowview Lane  
Nine Mile Falls, WA 99026

509.475.5568

scarboroughabigail@gmail.com

## 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      | ▪ Basic JavaScript |
| ▪ 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*

2017-Present

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

## References

Kathy Hedgcock  
Second Harvest  
Director of Strategic Gifts  
kathy.hedgcock@2-harvest.org  
509.252.6245

Teena Carnegie, PhD  
Eastern Washington University  
Professor/Advisor  
tcarnegie@ewu.edu  
509.359.6037