
Objective

My objective is to use my professional experiences to obtain a position in the field of technical writing and communication.

Education

University of Minnesota, Twin Cities; Undergraduate

Fall 2017 – Spring 2021

- Bachelor of Science - College of Liberal Arts
- Major: Technical Writing & Communication
- Minors: Digital Media Studies, & Mass Communication
- Cumulative GPA: 3.50
- Dean's List Fall 2019 and Spring 2020

Experience

Sports Journalist Intern/Copy Editor; Wayzata.com

Summer 2018 – Winter 2019

- Covered local high school sports, specifically Wayzata Football
- Created complete game write-ups for every week
- Worked on the sideline as a photographer
- Assisted with social media content
- Conducted post-game interviews with players and coaches
- Recorded individual and team stats throughout the season

Bartender/Server; Guthrie Theater

Spring 2019 – Spring 2020

- Member of the customer service team
- Arranged and helped lead large, private parties
- Handled customer service affairs on the floor
- Efficiently ran food, poured drinks, and took care of miscommunicated orders
- Worked in fast pace, high stress environment

Skills

- Proficient in all Microsoft Office products
- Experience with HTML, CSS, Markdown, and DITA
- Lab experience with usability testing
- Strong writing and editing capabilities
- Experience with wire framing and document design
- Enhanced communication and collaborative abilities
- Well developed research and rhetorical analysis skills

Projects

Formal Research Report

- Conducted report on wearable sensors designed to detect concussions
- Evaluated research on 18 commercial products and compared their clinical utility
- Administered survey on University of Minnesota football team to determine commercial demand
- Provided recommendation for focus on patient mitigation

Usability Testing

- Coordinated usability tests on Hennepin County Library (HCLIB) website
- Conducted in University of Minnesota Usability Lab
- Worked with HCLIB representatives to improve UX and interface design
- Offered recommendations to refine specific sections of website