Carolina Bell

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EDUCATION

Master of Technical and Professional Communication   **Auburn, AL**
Auburn University   *May 2025*
- Awarded Betty Travis Naugle Annual Fellowship for Technical and Professional Communication
- Coursework: AI Writing, Technical and Professional Editing, Document Design, Grant Writing, Web Development, Science Communication, Science Illustration, Project Management (Industrial and Systems Engineering)
- Science Communication Coordinated Minor
- 4.0/4 GPA

Bachelor of Science, Biological Sciences   **Blacksburg, VA**
Virginia Polytechnic Institute and State University   *May 2023*
Diversity & Community Engagement Minor

WORK EXPERIENCE

Tesla, Vehicle Software, Service Engineering   **Palo Alto, CA**
Technical Editor Intern   *May – August 2024*
- Led a team of three subject matter experts to audit wheel and tire articles in the diagnostic knowledge base to make content available to 3rd party service technicians
- Reviewed and refined over 210 knowledge base articles to create user-friendly documentation for both internal and external users
- Edited content according to Tesla organizational standards and used a routing and review process to ensure consistency
- Wrote SQL queries to aid in the bulk editing of over 9,000 articles for content management
- Collaborated with Onboard Diagnostics team to develop human readable-names in vehicle firmware

Programs: Jira, Github, Visual Studio Code, PostgreSQL, Confluence

Department of English, Auburn University   **Auburn, AL**
Writing Instructor   *August 2023 – Present*
- Instructed over 60 students for first-year writing courses across 3 sections
- Designed course materials and supported development of writing skills, including generative AI
- Served as the lead teacher for four discussion sections of large format literature courses, effectively engaging students in course material, encouraging participation, and fostering an inclusive learning environment

Department of English, Virginia Tech   **Blacksburg, VA**
Technical Writing Research & Teaching Assistant   *November 2022 – May 2023*
- Evaluated and revised Writing and Social Justice and Science Writing course curricula and served as a Teaching Assistant for both courses
- Worked in collaboration with community partners to create clear, user-friendly environmental documentation on PFAS, climate change, and water quality for Indigenous communities in the Arctic
- Supported computer science and other STEM students in developing technical writing skills

U.S. Environmental Protection Agency (EPA)   **Washington, D.C.**
Student Intern, Office of Enforcement Assurance Compliance   *June – August 2022*
- Reviewed regulatory training materials for non-legal and non-technical employees to inform the training team on best practices and generated evaluation summaries for attorney instructors

- Developed Office of Site Remediation Enforcement brand package for use across all 10 regions of the EPA to improve user experience and program recognition
- Analyzed over 4,000 data points to streamline insurance claims for Superfund site remediation nationwide

Frith Engineering Design Lab, Virginia Tech   **Blacksburg, VA**
Undergraduate Laboratory Assistant   *January 2021 – May 2022*
- Led training to instruct first-year engineering students on proper procedures and equipment use (including power tools, 3D printers, laser cutters, metalworking, and other machinery)
- Supported the retention and development of young engineers through hands-on learning, peer mentoring, and problem-solving integrated with first-year foundations of engineering courses

ACADEMIC EXPERIENCE

Science Communication Workshop Series   **Auburn, AL**
Independent Study   *January – May 2025*
- Worked in collaboration with the Auburn Biggio Center for the Enhancement of Teaching and Learning to design a series of science communication workshops for graduate students and faculty

User Experience Research Project   **Auburn, AL**
Technical Communication Issues & Approaches Course   *September – December 2023*
- Assessed the usability of the Alabama Department of Public Health Website, conducted UX testing, compiled findings, and generated recommendation report
- Used usability testing theory and best practices to gather over 100 qualitative and quantitative data points for analysis of Alabamian access to healthcare and safety information

Global Change Center at Virginia Tech   **Arlington, VA**
Science Policy Fellow   *May – August 2022*
- One of three students awarded prestigious fellowship for science and engineering students to gain real-world experience in science policy
- Attended the School of Public and International Affairs' Washington Semester, Leadership, Policy and Governance Program

LEADERSHIP EXPERIENCE

Virginia Tech United Feminist Movement   **Blacksburg, VA**
President   *Fall 2019 – May 2023*
- Served as the official media point of contact for speech-making, newspaper and TV interviews, written statements, and other official correspondence
- Promoted gender-based violence awareness and prevention programming on campus, including meetings with the Dean of Students, Vice President of Student Affairs, and other administrators
- Reviewed university policy for equity and generated recommendations to be implemented

SKILLS

Product Documentation, Technical Editing, Science Communication, Project Management, Usability Research, Knowledge Management, Adobe Creative Suite, Microsoft Office, HTML/CSS, User Guides

AWARDS

- Auburn Research Symposium Graduate Student Poster Award, College of Liberal Arts 2024
- Betty Travis Naugle Annual Fellowship for Technical and Professional Communication 2023
- Virginia Tech Global Change Center Science Policy Fellowship 2022
- Virginia Tech Outstanding Undergraduate Student Leader of the Year Nominee 2021 & 2022
- Clarence M. Kelley Leadership Scholarship (Former Agents of the FBI Foundation) 2019