Resume

Full Name: Kaarin Shumate

Industry: Computer Software

Job Title: Senior Content Developer

Email: kaarins@microsoft.com

Phone: (1206) 450-7315

Skills

- Technical communication
- SharePoint
- User-centered design
- Content strategy and development
- Content management
- Technical writing
- User experience
- Web content
- Editing
- Agile methodologies
- Team leadership
- Online help
- Web content management
- User interface design
- Information design
- Program management
- Information architecture
- Project management
- Software project management
- Technical documentation
- Web content writing
- Software documentation
- XML
- Marketing

Work Experience

Senior Content Developer - Microsoft (2015-Present)
- Translate complexity into clear messaging for web, desktop, and mobile platforms
- Specialize in UX writing, content strategy, help documentation, markdown for GitHub, content management systems, XML-based authoring tools, mining content data and feedback, SharePoint and OneDrive technologies, Microsoft 365 administration, accessibility, and global audience writing
- Manage style guides
- Chair Communications Commission at a local non-profit organization, creating and maintaining website content, running social media campaigns, and designing signage and promotional materials using WordPress

---

Education

Bachelor's Degree in [Field] - [University Name] ([Graduation Year])

Certifications

- Certified Professional in Technical Communication (CPTC) - STC (Society for Technical Communication)
- Agile Certified Practitioner (ACP) - Scrum Alliance

Languages

- English (Fluent)
- [Other Language] (Intermediate)

Location

City, State, Country: Kirkland, Washington, United States

Social Media

- LinkedIn: linkedin.com/in/kaarin-shumate
- Personal Website: [Optional]

References

Available upon request.