

Dawn Kara Reedy

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Education

Miami University

Oxford, OH

Graduated Dec. 2023

Bachelor of Arts

Major in English Studies and Minor in Data Intelligence through IT

Cumulative GPA: 3.68/4.0; Cum Laude, President's List 2021–2023

Relevant Coursework: Technical Writing; Print & Digital Editing; Digital Publishing; Business Intelligence; IT Tools and Techniques; Creative Thinking; Adv. Spreadsheets and Analytics.

Work Experience

Miami University | *The Pulse*

Middletown, OH

Oct. 2022–Dec. 2023

Student Journalist

- Represented a student news organization while attending Miami University events on the Middletown Campus.
- Interacted with and interviewed community members and guest speakers, gathering organic information to provide accurate information to readers.
- Wrote and edited 15 articles using AP style to bring attention to the facilities and presentations at the Middletown Campus.
- Crafted proposals for story ideas to promote coverage of developments in Middletown during monthly staff meetings.
- Digitally published articles after concluding the production process using a Content Management System (CMS) called WordPress.

Miami University | The Tutoring and Learning Center

Middletown, OH

Sept. 2022–Dec. 2023

Writing Tutor

- Operated on a multidisciplinary team of 5 that offered research guidance on subjects unfamiliar to individual tutors.
- Met with and instructed over 100 students studying everything from science to the arts to discuss and develop papers for a multitude of courses.
- Drafted over 200 copies of tutor notes with instructional material for student reference during the revision process.
- Maintained continuous contact with up to 12 alternating students each week outside of tutor sessions to provide additional assistance whenever confusion occurred.
- Documented changes in student educational growth and behavior using an internal project management system promoted by Miami University.

University Projects and Volunteering

Journal ePub Creation

Oct. 2023–Dec. 2023

Managing Editor and Head CSS Designer

- Developed a project proposal detailing the project lifecycle of an ePub journal conversion using a CMS called GitHub.
- Led a team of 4 through processing metadata files into a digital publication while working as the head CSS designer.
- Enhanced productivity by establishing deadlines and assigning project roles according to the highest skill level for each position.
- Created instructional materials intended to help the client—a student-led creative arts journal—recreate the conversion process using PDF conversion, HTML, Markdown, and CSS in Github workflows.
- Finalized product development by conducting controlled testing using ePub readers and research data collected during the project's progression.

Planta® Instruction Writing

Jan. 2023

Instruction Writer and Designer

- Participated in a group of 3 while developing an instruction set discussing how to use a popular app with Apple and Android products.
- Acted as the primary content writer during the project, developing instructions using hands-on research gathered by the entire group.
- Created instructional documentation using design software that referenced creative principles covered in coursework to maintain standardization using instructor expectations.
- Performed usability testing for the instruction set using the input of 10 participants following an interview process focused on readability.
- Addressed concerns noted by users during testing by implementing updates to the instructional content that utilized metrics gathered during usability testing.

Skills and Achievements

Hard Skills: Proficient in Technical Writing and Editing, Wiki Development, Proofreading, Desktop and Print Publishing, Content Management Systems (CMS), Social Media Development, and Programming Languages (HTML, Markdown, and CSS).

Soft Skills: Proficient in Teamwork, Creative Strategy, Innovation, Communication, Organization, and Dexterity.

Applications: Proficient with GitHub, WordPress, Adobe, Microsoft, and Google Software; familiar with MySQL and Tableau.

Awards: Recipient of the Malcolm M. Sedam English Scholarship and Writing Award two years in a row (2021–2022).