Kimberlee Haldane

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SUMMARY

Versatile, detail–oriented professional with a background in technical writing, software development, and curriculum instruction & assessment (CIA), complemented by a growing foundation in technical research, data analysis, and process optimization. Skilled in workflow analysis, documentation, and cross-functional collaboration to enhance operational efficiency. Adept at identifying inefficiencies, streamlining processes, and facilitating clear communication between technical teams and stakeholders. Proven ability to analyze data, manage documentation, and support process automation to drive operational improvements. Passionate about leveraging analytical skills and problem-solving expertise to contribute to business success.

EXPERIENCE

Technical Writer (Externship) |Secured Health

12/2024 – 02/2025

- **Developed** comprehensive written and digital content to improve user comprehension by creating clear and concise documentation for Secured Health's products and services.

- **Streamlined** documentation processes with increased efficiency and faster content updates by leveraging GitHub, Figma, Asana, and Google Drive for version control and collaboration.

- **Enhanced** product usability by accelerating new user onboarding through clear, time-saving component documentation and instructional materials tailored to user needs.

Instructional Leader

02/2011 – 10/2022

- **Independence Charter School West**, PA (Aug 2021 – Oct 2022)

- **Christina School District,** DE (Nov 2017 – June 2018)

- **School District of Philadelphia**, PA (Feb 2011 – June 2017)

- **Implemented** EL (ELA) curriculum for sixth–grade students, resulting in 85% meeting or exceeding grade-level expectations through designing engaging lessons and adapting content to diverse learning needs.

- **Led** curriculum adaptations for special education students, enhancing accessibility and comprehension across grades 5-8 by differentiating instruction and collaborating with support staff.

- **Developed** state-aligned ELA lesson plans for mixed–ability sixth–grade students, achieving a 78% improvement in standardized assessment

SKILLS

- Technical research
- User documentation production
- Audience adaptation
- HTML and CSS basics
- Editing and proofreading
- Template design
- Markdown language
- Content development
- Multimedia content creation
- Document formatting
- Workflow Analysis
- React basics
- JavaScript and TypeScript basics
- Version Control
- Product features highlight

CERTIFICATIONS

- **Learn JavaScript**: Codecademy – Dec 2024

- **Certified ScrumMaster**: Scrum Alliance – Dec 2024

- **Responsive Web Design**: FreeCodeCamp – Nov 2024

- **Pennsylvania Level 2 Teaching Certification**: English (Grades 7-12)

scores through integrating evidence-based literacy strategies and targeted interventions.

- **Created** and delivered a comprehensive ELA and Social Studies curriculum, boosting literacy skills by 20% and increasing student engagement by implementing interactive learning activities and culturally relevant content in underperforming schools.

- **Completed** intensive training in curriculum design, classroom management, and equity-focused strategies, driving measurable academic growth in high-need urban schools through applying data-driven instruction and fostering inclusive classroom environments.

EDUCATION & TRAINING

Technical Writer HQ | eCourse, 04/2025

Technical Writing Certification Course

Status: In Progress (Expected August 2025)

Parsons/YellowBrick | eCourse, 05/2025

UX Design Foundations

Status: In Progress (Expected September 2025)

Udemy | eCourse, 05/2025

The Complete Full-Stack Web-Development Bootcamp

Status: In Progress (Expected September 2025)

Code Differently | Wilmington, DE 02/2025

Certificate: Software Development

Completed Java Full-stack boot camp, designing software systems and solutions with 800+ hours of education and application

Walden University |Minneapolis, MN 11/2023

Post-Master Certification: Curriculum, Instruction & Assessment

Holy Family University |Philadelphia, PA 05/2014

Master of Science: Education

The College of New Rochelle |New Rochelle, NY 05/2010

Bachelor of Arts: English