



Contact

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801-821-9799

Ogden, UT 84404

Education

English, Technical Writing/Communication Minor

Weber State University
2018-2021 (Graduation
expected April 30, 2021)

Skills

- Microsoft Office
- HTML/CSS
- Research
- Writing/editing
- Written/verbal communication

Kali Winn

Technical Communicator

Experience

National Proctor

Weber State University / 2019 - Present

- Proctor a variety of exams for college, state, and career certification candidates
- Provide high levels of customer service
- Ensure computers are working properly
- Fulfill responsibilities of team lead and peer mentor
- Administer ACT and SAT exams
- Knowledge of testing center and Weber State policies

Writing Intern - College of Education

Weber State University / 2020 - Present

- Maintain social media accounts and content creation
- Create social media graphics while adhering to Weber's branding guide
- Assist in marketing strategies for engagement and recruitment

Overview of Projects

Please visit www.kaliwinn.com for in-depth samples

- Style guide
- Proposal
- SOP
- Content Management
- Technical Article

References available upon request