

KATIE MARQUELING

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Certified technical communicator and master's student who is seeking positions in technical communication.

EDUCATION

Masters of Science in Technology, Technical Communication Concentration

Indiana University and Purdue University | Indianapolis, Indiana | May 2023—Expected December 2024

TechComm Fundamentals Bootcamp

Society for Technical Communication | March 2023—May 2023

Bachelor of Arts in Political Science and Intelligence Studies

Northern Arizona University | Flagstaff, Arizona | August 2018—May 2022

3.65 GPA (Dean's List), German Club

CERTIFICATIONS

Certified Professional Technical Communicator - Foundation

APMG International | Society for Technical Communication | February 2023

Google SEO Fundamentals

University of California, Davis | March 2023

VOLUNTEER

Journalist | Cabbagetown Neighbor Newspaper | February 2023—Present

- Research and write monthly 600-word editorial articles on local news and events in the Cabbagetown community.

PROFESSIONAL EXPERIENCE

Event Operations Associate | Atlanta Botanical Garden | April 2023—Present

- Execute banquet event orders, including event setup and breakdown, equipment management, and reporting issues.
- Maintain organization in storage and service areas, as well as non-active event areas.

Police Officer Recruit | Atlanta Police Department | June 2022—January 2023

- Completed comprehensive training in criminal procedures, Georgia state laws, communication, advanced defensive driving, first aid, police databases, and defensive tactics.
- Demonstrated the ability to perform effectively in high-pressure situations.

Police Service Aide | Tempe Police Department | April 2021—March 2022

- Managed the upkeep and repairs of the police vehicle fleet.
- Organized the inventory and stocking of forms, technical equipment, and supplies.

IT Support Analyst | Northern Arizona University | March 2019—March 2021

- Provided technical assistance to faculty and students utilizing learning management systems, on-campus technology, and remote applications through phone, email, and on-site support.
- Authored technical documentation detailing solutions to learning management issues.