

Kayla Humphrey

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Education

**Professional Writing Certificate | May 2024 |
California State University Long Beach**

Related coursework:

- Manual Writing
- Technical Editing
- Proposal Writing

**Bachelor of Arts in English | May 2017 |
Concordia University Irvine**

Skills & Abilities

Writing

- Internship: Developed new content for ocstc.org using the Joomla content management system.
- Manual Writing: Wrote Instructions for how to navigate the PlayStation UI for fourth and fifth generation consoles in XML using Studio Visual Code.
- Manual Writing: Wrote a setup and features manual for my personal Canon Printer while creating custom style guide in Microsoft Word.
- Proposal Writing: Researched and wrote a formal grant proposal directed to the National Endowment of the Humanities.

Editing

- Knowledge MLA and Chicago Style Format.
- Knowledge of Light, Medium, and Heavy editing styles.
- Technical Editing: Produced a Comprehensive Editing Project including an editing plan, author queries, and electronic markup of the selected document.

Technology

- Knowledge of HTML, XML, and Studio Visual Code
- Created a digital portfolio with Studio Visual Code and hosted it on GitHub.
- Familiar with Microsoft 365 products: Word, PowerPoint, Teams, and Outlook.
- Familiar with the Joomla Content Management System.
- Knowledge of Adobe Photoshop

Experience

Content Management System Development Intern
Orange County Society of Technical Communication

1/2024- 4/2024

Cashier
Whole Foods Market

10/2018-Current