

Kristina Shirk

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Education

University of Minnesota - Twin Cities

[M.S., Scientific and Technical Communication](#) / 2019

University of Wisconsin - Madison

[B.S., English Linguistics](#) / 2017

Technical Skills

- Structured Authoring (XML, DITA, Markdown, FrameMaker, Oxygen Editor, PTC Arbortext)
 - Developer and API Documentation (YAML, OpenAPI Spec, Swagger UI)
 - Web Development (HTML, CSS, JavaScript, Python, Jekyll, WordPress, Drupal)
 - Adobe Suite (Indesign, Photoshop, Illustrator, Acrobat)
 - Microsoft Suite (Word, Excel, Publisher, Visio, Power Point)
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Professional Experience

Graco Inc. - Minneapolis, MN

[Technical Writer](#) / 2019 - Present; [Technical Writing Intern](#) / Summer - Fall 2019

- Authored user-focused technical materials for Graco products in accordance with corporate, engineering, and legal standards.
- Reviewed and revised published documents to address product updates and evolving content requirements.
- Managed the translation process for technical material to improve the user experience of Graco customers worldwide.
- Developed instructional material for product training and internal employee training.

University of Minnesota - Minneapolis, MN

[Teaching Assistant](#) / Fall 2019

- Mentored graduate and undergraduate students to develop technical skills with digital writing and web development tools including git, GitHub, HTML, CSS, XML, and DITA.
- Developed a [dynamic course website](#) to supplement in-class learning and assist students with their project work.
- Worked closely with course instructors to identify students' learning weak points and develop appropriate instructional solutions.

Asmodee North America Publishing - Roseville, MN

[Production Coordinator](#) / 2017 - 2019

- Oversaw the production of over 700 Asmodee products to ensure on-time delivery of customer orders.
- Ensured all products met high quality standards by performing pre and post-production quality assurance checks.
- Managed the translation process for Asmodee products in over 20 languages.