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| Employment HistorY | |
|  | 2020-Current Lakeshore School for the Arts South Jordan, UT  **Owner**   1. Write curriculum and create lesson plans for art and creative writing classes for children and adults. 2. Establish marketing and branding practices and manage social media accounts. 3. Manage employees and execute behind-the-scenes business operations including accounting and bookkeeping, hiring, and training.   2014 Azteca Systems - Cityworks Sandy, UT  **Technical Writer**   1. Produced engaging instructional tutorials for external and internal use utilizing Adobe Captivate, Photoshop and SnagIt. 2. Collaborated with SMEs to created high-quality online help documentation and printed educational materials. 3. Edited and proofread documentation for fellow technical writers. 4. Worked with executives and management to determine best practices in documentation and marketing standards.   2013-2014 J.P. Morgan Chase Murray, UT  **Technical Writer**   1. Wrote scripts and produced video tutorials for customer-driven interfaces. 2. Created high-quality documentation including user guides, quick reference cards, release notes and more following company style guides under tight deadlines. 3. Provided feedback and technical recommendations to project sponsors and key stakeholders.   2007-2012 West Jordan, UT  **Freelance Writer/Editor and Blogger**   1. Commissioned on per-project basis to edit web content, brochures and pamphlets, and marketing communications for multiple businesses. 2. Edited and coached writers on post-graduate term papers, resumes, and other academic and business writing. 3. Wrote and operated [www.ReadtoMyKid.com](http://www.ReadtoMyKid.com), a blog offering children’s book reviews. 4. Edited and wrote several policy and procedure documents and edited research paper on Anesthesia for a University of Utah MD.   2010 Spillman Technologies Salt Lake City, UT  **Technical Writer**   1. Designed two 50+ page user interface manuals for emergency responders using Adobe Acrobat, FrameMaker and Photoshop. 2. Updated manuals and other documentation by collaborating with the software development team. 3. Edited and proofread documentation from other technical writers, management and software developers. 4. Wrote software release notes to explain software release updates including enhancements and bug fixes.   2003-2006 Experience Press Salt Lake City, UT  **Technical Writer/Editor**   1. Translated technical processes and terms used by skilled craftsmen into simple and clear product descriptions, advertisements and educational materials. 2. Wrote and edited web content, press releases and promotional articles as directed by both technical and non-technical employees. 3. Commissioned to write an educational piece of historical fiction, involving extensive research and self-editing. |
| education | |
|  | Utah Valley University 2019-2021 Orem, UT  ***Bachelor of Science in English***   1. Awarded Dean’s Merit English Department Scholarship. 2. Awarded Distinguished Merit Scholarship. 3. Cumulative GPA: 3.98   Salt Lake Community College 2000-2004 Salt Lake City, UT  **Associate of Science**   1. Cumulative GPA: 3.8 2. Dean’s list. |
| Professional Experience and writing awards | |
|  | 1. Proficient in Captivate, FrameMaker, RoboHelp, InDesign, Microsoft Office Suite, Adobe Acrobat, Illustrator and Photoshop. 2. Creative, resourceful, adaptable, energetic, hardworking, fast learner. 3. Published 6 times in *Touchstones* Journal of Literature and Art and awarded first place for poetry. 4. Awarded first runner-up for creative writing at UVU Showcase. |