

# Lianna Churchill

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## EDUCATION

### University of Massachusetts Amherst

Fall 2015 – Spring 2019

Bachelor of Arts in English

Specializations: Technical Writing, Study and Practice of Writing, and Creative Writing

Minors in Sociology and French

### Université de Paris VII Diderot Exchange Program

Jan 2018 – May 2018

#### Relevant Courses:

- Advanced Technical Writing
  - Capstone Course in a Creative Thesis
  - Expository Writing
  - Creative Writing: Poetry
  - Introduction to Professional Writing
  - Advanced Software
  - Social Network Analysis
  - Tutoring Writing: Theory and Practice
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## PROFESSIONAL EXPERIENCE

### Collins Aerospace, Raytheon Technologies, Westford, MA

July 2019 – Sept 2021

Technical Writer

- Optimized content, data, and field notes to create 5 manuals per customer that detail the scope of hardware and software required for safe usage of company products
- Reviewed and edited material from existing manuals to make complex instructional procedures accessible
- Engaged closely with project managers, engineers, and field service technicians to learn about each component within the optic system, observing the manufacture and testing phases at the facility
- Developed internal processes to improve rollout productivity and decrease the marginal error index

### Writing Center, University of Massachusetts Amherst, Amherst, MA

Sept 2016 – May 2019

Writing Tutor

- Edited various mediums of content with writers to meet their goals and teach them crucial writing practices
- Instructed over 30 tutees per month on writing processes and methods through collaborative-modeled sessions and advised the best possible techniques for successful implementation
- Conducted research on writing rhetoric, social media presence, and spatial impact, with the findings developed into practice to improve the productivity and accessibility of the center
- Analyzed and practiced diverse writing styles to best help any client based on their needs and learning abilities

### Wayne J. Griffin Electric, Inc., Holliston, MA

June 2017 – Aug 2017

Administrative Intern

- Wrote, copyedited, and submitted over 400 electrical construction project proposals per month for documentation and approval from management, finance, legal, and third-party departments
- Constructed project binders to organize the complete breadth of jobs for the Executive Team's records
- Worked with electrical technicians, project managers, and accountants to gather research and verify information before its presentation in proposal format to customers

### Jabberwocky Literary Journal, Amherst, MA

Spring 2017, Spring 2019

Media, Copyediting, and Design Editor

- Copyedited fiction, poetry, criticism, and taglines for over 50 selected works of material for publishing
  - Collaborated with and managed the editorial staff to design and organize the journal layout using InDesign
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## PROJECTS

### "Piqued's Band Website"

- Coded a functioning client website using HTML/CSS and React for a musical group's social media and business

### "How to Use a Nikon D3400"

- Created an HTML5 manual detailing the operations and functions of a DSLR camera using MadCap Flare

### "From Under the Thumb"

- Wrote a 98-page creative thesis exploring and comparing vignettes between familial and found relationships
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## SKILLS

**Software:** MS Office (Word, PowerPoint, Excel), Adobe Creative Suite (FrameMaker, Photoshop, Lightroom, Premiere, InDesign, Illustrator), MadCap Flare, HTML/CSS, Node XL, WordPress, Social Media (Facebook, Twitter, Instagram)

**Languages:** French (LB1-B2)