

Lauren Saloio

Ludlow, MA | 413.271.2474 | laurensaloio5@gmail.com | [linkedin.com/in/laurensaloio](https://www.linkedin.com/in/laurensaloio) | github.com/lsaloio

EDUCATION

University of Massachusetts Amherst

Bachelor of Arts, Major in English; Sep 2021 – May 2023

Dean's List 2019-2023

GPA: 4.0

Certificates & Training: Professional Writing and Technical Communication (PWTC)

Relevant Coursework: Professional Writing, Technical Communication (25-page MS Word manual, 25-page grant proposal, MadCap Flare website), Advanced Software for Professional Writers (HTML/CSS portfolio website)

Computer Skills: Microsoft Office, Google Workspace, Git/GitHub, HTML, CSS, Markdown, VS Code, MadCap Flare, InDesign, and Illustrator
Basic knowledge of: Python and JavaScript

Language Skills: Moderate Proficiency in Portuguese (reading ability)

WRITING EXPERIENCE

Technical Writing Intern

The Center for Data Science (CDS), University of Massachusetts Amherst; Feb 2023 – Present

- Produce clearly written documentation that describes application features and expected behavior.
- Participate in an Agile/Scrum style software development team.
- Collaborate with developers and data scientists to create instructions for installing, configuring and using software.
- Edit materials to the appropriate audience, including non-technical partners (clients and partner organizations) and technical partners (researchers in the university).
- Test programs in a hands-on fashion to validate instructions work as written and gauge usability, reporting issues or bugs to the development team.
- Work with CDS leadership to plan and establish best practices for creating effective, user-focused software documentation within student development teams.
- Write and revise website content and assist in developing website themes.

Student Ambassador

New Student Orientation and Transitions, University of Massachusetts Amherst; Jun – Sep 2022

- Edited and designed a 'Quick Guide' and an 'Academic Goals Questionnaire' for new students.
- Worked closely with an Associate Dean for Undergraduate Education in the College of Humanities and Fine Arts on projects involving student outreach and guidance.
- Lead small groups of New Student Orientation & Transitions (NSOT) students.

Writer

Her Campus, University of Massachusetts Amherst; Sep 2021 – Jan 2022

- Wrote biweekly articles to be edited and published through WordPress content managing system.
- Edited and revised multiple versions.
- Collaborated with other members of Her Campus to maintain and cultivate connections.

Writer

Alden Street Review, Springfield College; Spring 2021

- Produced a short story that was published in Springfield College's Alden Street Review Literary Magazine.
- Edited and reviewed multiple drafts before submitting to Alden Street Review.