

# NIKOLAS MEAD

## TECHNICAL WRITER

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### CONTACT

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📍 Minneapolis, Minnesota

🌐 <https://mead02.github.io/>

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### SKILLS & TOOLS

Written & Visual Communication  
Document Creation & Editing  
Research & Analysis  
Graphic Design  
Adaptability  
Problem Solving  
Time Management  
Effective Listening  
Attention to Detail

#### Adobe Creative Suite

- Photoshop
- Premiere Pro
- After Effects

#### Microsoft 365

- Word
- PowerPoint
- Excel

#### HTML + CSS

#### XML (Structured Authoring)

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### EDUCATION

University of Minnesota Twin Cities

#### BS in Technical Writing & Communication

2022-2024

Minneapolis Community & Technical College

#### Associate of Arts (A.A.)

2020-2022

### PROFILE

I discovered my love of Technical Writing in high school, and I value creating work that can reach its intended audience clearly and concisely. I also enjoy creating visual representations of my writing and have proficiency in multiple writing and design programs, such as the Adobe Creative Suite and Microsoft 365. I am always excited to learn more about the field of Technical Writing and other subjects related to it.

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### WORK EXPERIENCE

#### Freelance Website Designer

Farmington High School Substance Abuse Department 2023-2023

- Lead designer to reformat content to meet organizational style standards for website with up to 100 visitors monthly
- Utilized Nielson's Principles of Design to optimize site navigation and user experience
- Restructured and reworded content for improved user flow and clarity
- Created a heuristic evaluation to identify usability suggestions for improvement in user interface design.
- Worked with an in-house website building application
- Accepted and implemented feedback from client
- Implemented final design remotely through HTML + CSS

#### Cashier

Lunds and Byerlys Nokomis 2021-Present

- Affectively processing point of sale transactions up to 10,000 dollars a day for five days a week
  - Scanning and entering pricing data using UPC codes
  - Packaging large orders quickly and efficiently
  - Actively contributing to a collaborative work environment
  - Creating lasting connections with returning customers
  - Promoting company events and relaying announcements
  - Diffusing difficult situations while respecting all parties
  - Being punctual and working up to 25 hours weekly
  - Opening the store and serving up to five customers at a time independently
  - Memorizing item locations and store layout for fulfilling online orders
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