

NIKOLAS MEAD

TECHNICAL WRITER

CONTACT

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🌐 <https://mead02.github.io/>

SKILLS & TOOLS

Written & Visual Communication

Document Creation & Editing

Reviewing & Revising

Technical Manuals

Technical Documentation

Research & Analysis

Quality Assurance / Usability

Graphic Design

Principles of Design

Customer Service

Adaptability

Problem Solving

Time Management

Effective Listening

Attention to Detail

Adobe Creative Suite

- Adobe Photoshop
- Adobe Premiere Pro
- Adobe After Effects

Microsoft 365

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

HTML + CSS

XML (Structured Authoring)

EDUCATION

University of Minnesota Twin Cities

**Bachelors of Science in
Technical Writing &
Communication (BS)**

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 am proficient in multiple writing and design programs, such as the Adobe Creative Suite and Microsoft 365 Suite. I am always excited to learn more about the field of Technical Writing and other subjects related to it.

WORK EXPERIENCE

Freelance Website Designer

Farmington High School

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

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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