# NIKOLAS MEAD

## TECHNICAL WRITER

## CONTACT

- 612-499-5630
- mework.ing1983@gmail.com
- Minneapolis, Minnesota
- https://mead02.github.io/

## 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

## EDUCATION

**University of Minnesota Twin Cities**

**BS in Technical Writing & Communication**

GPA: 3.986 (with high distinction)
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.

## WORK EXPERIENCE

### Freelance Website Designer

Farmington High School Substance Abuse Department          2023-2023

- Reformatted content to match organization's style standards
- Utilized Nielson's Principles of Design to restructure website 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
- Worked with a short deadline (1 day for implementation)

### Cashier

Lunds and Byerlys Nokomis          2021-Present

- Working both alone and in a team
- Being respectful and helpful to customers
- Building connections with team members and customers
- Keeping my work environment clean
- Diffusing difficult situations
- Being punctual
- Working 1st shift
- Memorizing item locations and store layout
- Stocking shelves
- Entering pricing data
- Processing payment
- Packaging groceries