

NIKOLAS MEAD

TECHNICAL WRITER

CONTACT

📞 612-499-5630

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📍 Minneapolis, Minnesota

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

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 in a clear and concise way. 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 field of Technical Writing and other subjects related to it.

WORK EXPERIENCE

Freelance Website Design

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
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