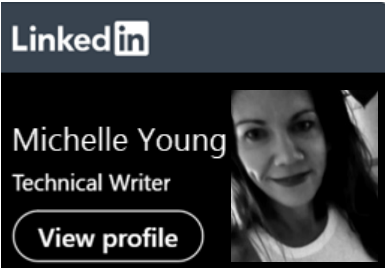


Career Summary



Brisbane | Australia
michelleyoungbne@gmail.com

Summary

I have over 17 years of experience in creating, authoring and editing content for various topics and audiences. My experience includes creating and editing software user guides, instruction manuals, product specifications, product overviews, interactive training content, and project reporting. I am skilled in transitioning existing and historical content into the digital world and implementing single-source content, workflows, and tools.

Key Skills

- Over 25 years of experience in mining, software, renewable energy, power, GOC, and corporate enterprise industries.
- Over 17 years of experience in technical writing.
- Planning, creating and maintaining documentation for internal and external audiences.
- Writing clear and concise content to engage readers and cater to various requirements.
- Consideration of WCAG 2 web accessibility guidelines.
- Proofreading, editing and copywriting.
- Creating and editing MS Word templates.
- Transitioning content to digital formats and multi-channel publishing.
- Implementing and creating single-source content to streamline content development, improve content consistency and reduce development time.

Company Experience

Department of Education | Fortescue Metals Group | Caterpillar | RPM Global | Energex

Experience
Technical Writing User manuals Software documentation Step-by-step guides Release notes Product overviews and onboarding Proofreading and editing Accessible content Interactive content Single source implementation Digital transformation Knowledge base creation MS Word templates
Project Management and Reporting Agile project methodologies Company and board reporting Project scheduling Project reporting Workforce and resource planning