

# Natasha Selvey

San Francisco, CA

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## WHO I AM

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Former scientist turned documentation geek. I love writing technical documents, as well as learning to code and exploring graphics, layouts and web design. I have a background in document control and quality systems, thus I am meticulous and driven to create high quality documentation!

## SKILLS & EXPERTISE

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- Editing and review – *I pick apart documents to ensure they are as great as possible*
- Organization – *I live and breathe proper content layout*
- MS Office Suite – *I know the in's and out's of MS Office (as well as OpenOffice)*
- Basic programming – *I can read Java, Python, and JavaScript and I enjoy web design using HTML and CSS*
- Communication – *Skilled at writing clearly and concisely, expressing ideas, and providing feedback*
- Interpersonal – *Always sensitive and supportive, I work well with others and am happy to take on responsibility*
- Quality – *Details, details, details! I am all about finding those tiny mistakes or missing bits of information*

## EXPERIENCE

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### Document Control and Quality Systems Specialist

February 2012 – April 2013

#### Nanōmix, Inc. Emeryville, CA

- Restructured the archival of electronic and paper quality system documentation to optimize usability.
- Transformed existing quality procedures to optimize for adaptability and compliance.
- Identified issues within the quality system or documentation and collaborated with other teams to resolve.
- Critiqued, edited, released, archived, and monitored quality procedures and records.
- Authored and initiated quality documents.
- Managed tracking logs for compliance training, supplier qualification, document and part numbering, lot numbering, quality documents, document change orders, and equipment calibration and maintenance.
- Monitored training activity to ensure training files are consistent with current procedures.

### Research Assistant

August 2009 – October 2011

#### Department of Crop and Soil Science, Oregon State University

- Organized and catalogued laboratory for efficiency and usability.
- Maintained own schedule and accountability.
- Participated in the genetic research of potatoes, leading to the discovery of a resistant gene to late blight.
- Communicated effectively on a team with a diverse range of English skills and cultural backgrounds.
- Performed highly technical and delicate lab work, adhering to a high standard of laboratory safety.

### Office Assistant

September 2007 – June 2008

#### University of Oregon Clark Honors College

- Collaborated with the planning and management of the honors college commencement ceremony.
- Maintained the filing and archival of honors thesis materials.
- Performed data entry and spreadsheet creation with Microsoft Excel.

## PROJECTS

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### Documentation Volunteer

#### Apache OpenOffice

- Edit, revise, and review existing documentation
- Create new documents for the OpenOffice Writer 4.0 User Guide
- Propose and discuss user guide changes, communicating with a diverse group of volunteers

## EDUCATION

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### B.S. Chemistry

Oregon State University, Corvallis OR, March 2012

January 2009 – March 2012