

AMANDA HAMILTON

THE.A.HAMILTON@GMAIL.COM • (657) 859-1763 • PITTSBURGH, PA

ENTRY-LEVEL TECHNICAL WRITER

Seeking to utilize writing, editing, research, and analytical thinking skills to create functional, intuitive technical documentation.

EDUCATION

California State University, Long Beach

Bachelor of Arts, Creative Writing

Professional Writing Certificate Program (4.0 program GPA)

Graduated May 2020, GPA 3.77

Long Beach City College

Associate of Arts, English

Graduated May 2017, GPA 3.61

- Honors Program (4.0 program GPA)
- Volunteer Notetaker, Astronomy 100 Lecture
- Jacaranda Essay Contest, Expository Category Winner May 2017
My essay, *Parasocial Contact Burger, Served with Side of Patriarchal Dissonance*, analyzed gender and mechanisms of cultural change in FOX's animated series, Bob's Burgers.

SKILLS

technical editing • manual writing • report writing • document design

- active listening
- creative thinking and problem solving
- research and analysis
- organization and collaboration
- receiving and applying feedback
- time management and meeting deadlines
- Microsoft Office
- Google: Docs, Teams
- HTML, XML
- Adobe: Acrobat, Photoshop, Illustrator
- Camtasia video editing
- Procreate

EXPERIENCE

Internship, Brookhurst Jr. High Anaheim, CA

March - May 2020

Technical Editing and Revision of Student Handbook

- revised language and tone to conform to campus culture and mission
- reorganized into logical, scannable sections
- redesigned to appeal more to its audience
- trimmed repetitive content to reduce page count and printing costs

WORK HISTORY

Prior to my decision to pursue writing professionally, I worked as a licensed massage therapist for 10 years in California. I was required to understand the systems and structure of human anatomy and use that knowledge to assess my clients' needs, customize treatment, ensure their safety, while setting them at ease and earning their trust--usually within 10 minutes of our first meeting.