DANIELLE VANSIA

Technical Writer & Open Source Contributor

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EXPERIENCE

Technical Writer
Cerner Corporation

📅 December 2018 – Present 📍 Malvern, PA

- Creates end-user release notes, reference pages, and help pages on Cerner's Confluence wiki space
- Leads regulatory documentation review team for quarterly publications
- Creates training activities and trains new writers on company processes
- Received multiple division awards for outstanding work and dedication

Google Season of Docs Technical Writer
Learning Equality

📅 August 2019 – February 2020 📍 Remote

- Made contributions through the first Google Season of Docs (GSoD) program
- Created a set of video tutorials for installing the Kolibri Learning Application on multiple operating systems
- Created an animated explainer video about local area networks and the Internet to help with users' technical literacy
- Developed a new manual for content creation best practices using a variety of internal resources
- Developed an internal documentation style guide

Project Specialist
The College of New Jersey

📅 March 2018 – July 2018 📍 Remote

- Created and maintained internal student and contract tracking databases in Microsoft Access
- Provided remote training for the incoming Program Specialist
- Created a suite of internal training videos to document office procedures

Data Specialist
West Chester University

📅 July 2016 – November 2018 📍 West Chester, PA

- Created training documentation and videos in Camtasia for students, faculty, and external users of the college's assessment software system
- Ran live and virtual training sessions for faculty and students
- Created business process documentation for semester and yearly reporting

Professional Services Specialist
The College of New Jersey

📅 January 2013 – June 2016 📍 Ewing, NJ

- Created summer and winter course marketing plan and worked with outside vendors to run department advertisements
- Maintained office's website on WordPress
- Developed office's business process manual and hired, trained, and evaluated student workers

VOLUNTEER

Open Source Contributor
Getting Things GNOME! (GTG)

📅 March 2020 – Present

- Rewrote and updated the application's user manual for the 0.4 release
- Learned Mallard XML syntax to update documentation
- Updated all screen images for user help
- Contributes and responds to assigned issues through the project's GitHub repository

Freelance Copyeditor
Opty

📅 June 2019 – December 2019

- Reviewed ad copy, website text, and packaging text
- Held review sessions with creator to determine content strategy and reviewed all outgoing advertising content

SKILLS

Skill	Level
Microsoft Office Suite	●●●●●
Snagit	●●●●●
Camtasia	●●●●○
Confluence	●●●●○
G Suite	●●●●○
Markdown	●●●●○
Adobe Creative Suite	●●●○○
Git	●●●○○
HTML/CSS	●●●○○
Jira	●●●○○
WordPress	●●●○○
XML	●●●○○
Arbortext	●●○○○
Jekyll	●●○○○
Linux shell	●●○○○
Javascript	●○○○○

EDUCATION

M.A. in English
The College of New Jersey

📅 September 2013 – May 2016

B.S. in Business Administration & Marketing
The College of New Jersey

📅 Sept 2008 – May 2012