Rose N. Koenings

West Bend, WI | C: (262) 384-0411| rnkings.05@gmail.com

Key Skills

- HTML, CSS, JavaScript, jQuery, Bootstrap, SQL, Github
- MS Styles, MS Office, Excel, PowerPoint, technical writing, copy writing, layout, and editing.

Education

devCodeCamp, Milwaukee, WI (September 19, 2016 - Graduation date: November 4, 2016)
Course: Web Development
University of Wisconsin Whitewater, Whitewater, WI (Graduation date: May 18, 2013)
Major: Bachelor of Arts in English with an emphasis in writing

Employment Experience

D+H
Technical Implementation Specialist (August 3, 2015- June 17, 2016)

- Completed website configuration changes as requested by clients using SQL, HTML, and CSS in Express, Fast Track, and Implementation Releases.
- Communicated with Change Team, Implementation Team, and Account Management Team regarding issue content and priority.
- Communicated with members of Technical Implementation Team, Change Team, and QA Testing Team to ensure timely delivery of releases.
- Worked with Implementation Specialists regarding site configuration questions that need to be addressed by the client.

Gauthier Biomedical Inc.
Document Control Specialist (July 7, 2014 - July 27, 2015)

- Proofread documents and correct errors to ensure file accuracy.
- Develop and maintain a comprehensive filing system and computer database for all documents.
- Solve reoccurring errors with root cause analysis and inform/train personnel when necessary.

EMTEQ INC.
Quality Assurance/Document Control Administrator (November 14, 2013 - June 26, 2014)
Technical Writer Intern (June 25, 2013 - November 14, 2013)

- Created/revised/edited documents (ranging from 20-500 pages) and templates to support the product development process and support testing and qualification of EMTEQ products including: Work Instructions, Acceptance Test Procedures, Qualification Test Plans, Qualification Test Procedures, Qualification Test Reports from start to finished under deadlines.
- Translated technical data to STE (Simplified Technical English) standard.
- Assist in pre-production builds.