Sabrina Ariss

Technical Writer

I am a creative with a passion for the written word. I have 10+ years of experience writing and editing, and I practice the craft daily. I thrive in bringing order to chaos – one letter at a time.

Portfolio

https://sabrinaariss.github.io

✉ ariss.n.sabrina@gmail.com

📱 661-753-4309

🏠 Los Angeles, CA

💼 https://www.linkedin.com/in/sabrina-ariss-172132257/

Education

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Bachelor of Arts in English
University of Steubenville

Certificates

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Technical Writer Certification TWHQ

Skills

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- 💡 Technical Documentation
- 💡 Content Creation
- 💡 Markdown
- 💡 Github
- 💡 Jekyll Bootstrap
- 💡 HTML
- 💡 CSS
- 💡 Editing

Experience

Lead Writing Tutor
College of the Canyon's Learning Center
January 2016 – Present

- Created internal and external documentation, including training manuals, tutorials, standard operating procedures, and guided learning activities
- Served as an effective member of the flexible on-call team, often multi-tasking
- Responded quickly to client needs, highly proactive and detail-oriented
- Led a team of tutors, focusing my leadership style in teamwork and collaboration

Writing Tutor
Princeton Review
December 2019 – Present

- Worked collaboratively with remote teams across varying time zones, connecting with students worldwide using Microsoft Office
- Excellent writing and communications skills, quick typing, handling conflict
- Strong teamwork, organization, problem-solving, writing, and analytical skills

International Teaching Assistant
Education Office of the Embassy of Spain
October 2019 – August 2020

- Created external documentation including tutorials and learning activities
- Worked with children as young as seven and collaborated with team members despite a language barrier
- Film, cast, edited, and produced videos, and created interactive content
- Reported attendance and behavioral issues, participated in daily team meetings, made weekly status reports

Video Editor and Production Assistant
Catechetical Institute
October 2017 – May 2019

- Created internal documentation including standard operating procedures and guides
- Worked with production through the pre- and post-production process
- Edited videos in Avid Media Composer, quickly learned new software and entertainment industry trends, and created content at a high volume
- Productively met deadlines on multiple projects assigned simultaneously with quick turn-around, and learned studio-based practice