





Samuel Zyra


Technical and Professional Writer and Editor

 Samuel Zyra
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Experience

- 08-2018 - 05-2019

Editorial Lead

WonderLab Museum of Science, Health and Technology, Marketing Department

 - Edited the writing of others in the marketing department
 - Managed the writing of the other Editorial intern
 - Created schedules for the writing and publication of social media posts, blogs, and press release announcements to coincide with and promoted the museum's events, exhibits, and services
 - Continued content-creation duties from time as Writer, Content Creator
- 08-2017 - 05-2018

Writer, Content Creator

WonderLab Museum of Science, Health and Technology, Marketing Department

 - Wrote social media engagement posts, blogs, press release announcements, feature-length (600+ words) articles, commentaries on relevant scientific content
 - Utilized Google Docs, Google Calendar, and Trillo for writing and organization
- 08-2015 - 09-2018

Customer Service Representative

Lucky's Market, Front End

 - Assisted customers by providing information and resolving their concerns
 - Assisted with duties in other areas of the store, such as bagging and carrying out customers' items
 - Supervised others and provided on-the-job training
- 06-2013 - 07-2015

Cashier

Kroger, Front End

 - Assisted customers by providing information and resolving their complaints
 - Greeted customers entering establishment
 - Processed merchandise returns and exchange



Education

- 12-2019

Indiana University East, Technical and Professional Writing, Bachelor's Degree

Included extensive coursework on organizing, designing, writing, proofreading and comprehensively editing a wide variety of documents, including newsletters, websites, memorandums, grants, analytical reports, and instruction manuals.
- 07-2020 - 12-2020

Butler University, Online Coding Bootcamp


An intensive, fast-paced education on coding and website development, including in-depth lessons on JavaScript and applicable computer science concepts, browser-based technologies and technological languages, API interaction, deployment/command-line fundamentals, databases, server side development, and quality assurance.



Skills

Proofreading, comprehensive editing

Adept at finding spelling, grammar, and punctuation errors and correcting for tone and format.



Writing	<div><div></div><div></div><div></div><div></div><div></div></div>	Skilled at writing a variety of objective and subjective documents.
Supervision	<div><div></div><div></div><div></div><div></div><div></div></div>	Skilled at assisting coworkers and employees with workplace issues.
Scheduling	<div><div></div><div></div><div></div><div></div><div></div></div>	Skilled at arranging work assignments and due dates.
Customer Service	<div><div></div><div></div><div></div><div></div><div></div></div>	Skilled at ensure an amiable and productive customer service interaction.
Google Drive, Microsoft Office Fluency	<div><div></div><div></div><div></div><div></div><div></div></div>	Skilled at utilizing Google Docs, Google Calendar, Google Sheets for communication, organization, and writing; skilled with Microsoft Office programs.
HTML	<div><div></div><div></div><div></div><div></div><div></div></div>	Able to write, edit, and understand basic HTML coding.
CSS	<div><div></div><div></div><div></div><div></div><div></div></div>	Able to write, edit, and understand basic CSS coding.
JavaScript	<div><div></div><div></div><div></div><div></div><div></div></div>	Experience with writing, editing, and understanding basic JavaScript coding.