Samuel Zyra

Technical and Professional Writer and Editor

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Experience

08-2018 - Editorial Lead

05-2019

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 employee
- 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
- · Created a style guide for use by the marketing department as a whole
- Continued content-creation duties from time as Writer, Content Creator

08-2017 - Writer, Content Creator

05-2018

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
- Co-wrote heavily scientific articles with members of the education department to make them accessible and intriguing
- · Utilized Google Docs, Google Calendar, and Trillo for writing and organization

08-2015 - Customer Service Representative

09-2018

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 - **Cashier**

07-2015

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. Twice partnered with a local nonprofit to help create, design, or edit training materials, brochures, and websites.

07-2020 - Butler University, Coding Certification

12-2020

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.



Proofreading, comprehensive editing Adept at finding spelling, grammar, and punctuation errors and correcting for tone and format. Writing Skilled at writing a variety of objective and subjective documents. Supervision Skilled at assisting coworkers and employees with workplace issues. Scheduling Skilled at arranging work assignments and due dates. **Customer Service** Skilled at ensure an amiable and productive customer service interaction. Google Drive, Microsoft Office Fluency Skilled at utilizing Google Docs, Google Calendar, Google Sheets for communication, organization, and writing; skilled with Microsoft Office programs. HTML Able to write, edit, and understand basic HTML coding. CSS Able to write, edit, and understand basic CSS coding. **JavaScript**

Experience with writing, editing, and understanding basic JavaScript coding.