

Tianna Taylor-Albin

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Writer/Editor in Overland Park, KS

Experienced writer skilled in technical writing, editing, proofreading, and creative writing. Strong media and communication professional with a Bachelor of Arts - BA focused in English.

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PROJECT EXPERIENCE

Launching Global Intranet — Burns & McDonnell MacCentral

- Built SharePoint Online sites for international subsidiaries.
- Created training materials for 1000's of new users.
- Participated in and implemented UX training sessions.
- Tested for bugs and documented issues.

WORK EXPERIENCE

Writer/Editor — AEROTEK/BURNS & McDONNELL, Kansas City, MO

July 2019 - Present

- Supporting, editing, writing and publishing internal communications for the company employee digital experience.
- Teaching others how to use the portal's content management system (SharePoint Online) along with ensuring guidelines and best practices to other content contributors across the organization are followed.
- Coordinate and schedule workshops and meetings related to the employee digital experience and assist with workshops and meetings, in the development of the presentation or training.
- Manage and prioritize multiple projects, adhere to schedules and meet key deadlines.
- Complete testing on newly deployed code, including finding and documenting errors and bugs.
- Work closely with the IT department on testing, troubleshooting, and other IT-based tasks.

EDUCATION

LaunchCode, LC101 Programming Course — 2019-20

UMKC, BA, English Creative Writing and Journalism — 2004

SKILLS

PROGRAMMING LANGUAGES

- Java
- JavaScript
- HTML5/CSS3

FRAMEWORKS

- .NET
- AngularJS

DATABASES

- MySQL

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