

Ellie Timmins

Contact

148 N. Grand Avenue #51
Fort Thomas, KY 41075
timminlh@mail.uc.edu
[linkedin.com/in/ellie-timminsbg/](https://www.linkedin.com/in/ellie-timminsbg/)
630-630-0037

Relevant Skills

Hard Skills

Microsoft Office
HTML, XML, CSS
English Grammar
Style and Brand Guides
Data Entry
Single Sourcing

Soft Skills

Customer Service
Creative Problem-Solving
Time Management
Critical Thinking
Flexibility

Education

MA Professional Writing and Rhetoric

University of Cincinnati
Cincinnati, OH
2024-Present

BS in Liberal Studies Specializations in Writing, Spanish, Sociology

Bowling Green State University
Bowling Green, Ohio
2020-2024

Involvement

Bible Study Leader for H2O
Church (2021-2024)

Falcon Marching Band
(2020-2022)

Career Objective

Hardworking, determined, and thorough Technical Writer looking to utilize her skills in technical writing and editing, interpersonal communication, time management, web design, and creative problem-solving to help clients foster creativity within their works in a clear and consistent manner.

Notable Skills Summary

Technical Writing and Editing

- Researched and organized invoice workflow information for Campus Construction and Campus Operations to be recorded in a step-by-step training manual.
- Translated invoice processes into a 65-page Campus Construction and Campus Operations training manual.
- Participated in the first ever Life Design outdoor education retreat to write a proposal for future retreats to further grow the program.

Organization

- Assisted in large admissions events by tracking and preparing items, managing schedules, and directing parents on schedule.
- Tracked and managed poetry submissions to be analyzed within submission software.
- Oversaw serving schedules for volunteer groups and the non-profit organizations that they would be serving at.

Interpersonal Communication

- Presented clearly and enthusiastically to hundreds of prospective students and parents daily marketing the University of Cincinnati.
- Collaborated with my client (BGSU financial manager) and other financial assistants on several different invoice workflows in order to create an accurate workflow manual.
- Partnered with faculty to contribute to lesson plans and course material preparation on technical documentation; and facilitated conversations and activities in class.

Experience

Graduate Assistant

Student Engagement and Marketing| University of Cincinnati Admissions
Cincinnati, OH| Fall 2024-Present

Assistant Poetry Editor

Mid-American Review| Bowling Green State University
January-May 2024

Financial Assistant and Writer

BGSU Campus Planning, Construction, and Campus Operations
Bowling Green, Ohio | May 2023 to August 2023

Assistant Liaison

Service Learning Camps
Toledo, Ohio | June 2023 to August 2023