Vanessa Garza

📞 **Phone number:** (+1) 2812481257 ✉ **Email address:** vnssagarza@gmail.com

in **LinkedIn:** www.linkedin.com/in/vnssagarza/

🌐 **Website:** vnssagarza.github.io/portfolio/

📍 **Home:** 1408 Sofia (Bulgaria)

WORK EXPERIENCE

Technical Writer
Shea Writing and Training Solutions, Inc. [03/2019 – 05/2023]

City: Houston
Country: United States

- Created documentation that translated complex topics into user-friendly content.
- Collaborated with SMEs and project managers to develop high-quality and accurate content.
- Performed regular peer reviews and edits to improve content structure, comprehension, and grammar.
- Managed the timelines and progress of company-wide deliverables.

Technical Writer Intern
University of Houston-Downtown, Study Abroad Office [01/2018 – 05/2018]

City: Houston
Country: United States

- Collaborated with Assistant Director about web, print, and social media content.
- Wrote and edited articles, Study Abroad handbook, and clerical documents.
- Reviewed and proposed revisions for website and social media accounts.

Executive Administrative Assistant
New Territory Residential Community Association [12/2014 – 03/2016]

City: Sugar Land
Country: United States

- Created and maintained association documents including by-laws, meeting minutes, and website content.
- Created monthly agendas and supporting documents for association board meetings.
- Contributed to the monthly newsletter content and design.

EDUCATION AND TRAINING

Bachelor of Science, Professional Writing
University of Houston-Downtown [08/2016 – 05/2018]

City: Houston
Country: United States
Website: uhd.edu

LANGUAGE SKILLS

Mother tongue(s): **American English**

DIGITAL SKILLS

Writing and Editing
Chicago Manual of Style / Microsoft Writing Style Guide / Plain language guidelines / Proofreading / UX writing

Technical Expertise

Adobe Photoshop / Adobe Illustrator / Git / Google Docs / Lucidchart / Markup languages / Microsoft Office

Research

Audience analysis / Data collection / Data analysis

Project Management

Agile methodology / Document Development Life Cycle