

Viktoria R. Tadlock

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Contact Information

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Education

University of Minnesota-Twin Cities (Minneapolis, MN)

Bachelor of Arts, Communications; Minor, Technical Writing (May, 2022)

Latin Honors, Summa Cum Laude; High Distinction (GPA: 3.907)

University of Minnesota-Twin Cities (Minneapolis, MN)

Master of Science, Scientific & Technical Communication (Anticipated July 2025)

Work & Volunteer Experience

Technical Writer (June 2022–present)

Open Systems International, Incorporated (Medina, MN)

- Collaborates with SME teams in order to create and release helpful user-facing documentation, such as user’s manuals and configuration

guides, of products

- Reviews customer release notes and OSI-PEDIA, a web platform for documentation for customers
- Provides editing, formatting, and other support via Madcap Flare using Github as a source control

Student Research Assistant (October 2019–May 2022)

Liberal Arts Technology & Innovation Services (Minneapolis, MN)

- Assisted in developing 50 web-based surveys and experiments, as well as prioritizing other technical projects, per semester
- Developed technical knowledge with various tools, including Qualtrics, REDCap, and Atom
- Managed invitations and registrations, as well as post-workshop video editing for LATIS webinar lecture series each semester

IPUMS IHGIS Markup Team Assistant (September 2020–May 2022)

Minnesota Population Center (Minneapolis, MN)

- Tagged metadata for international census data tables for 100 countries for the purpose of creating publicly available data
- Applied technical experience in Excel and the IPUMS database to access markup tables and assess markup accuracy for data in various languages
- Tracked progress of dozens of data sets across a multistage process utilizing workflow tracking tools, such as Trello

Training Editor (October 2020–July 2022)

Minnesota Undergraduate Research & Academic Journal (Minneapolis, MN)

- Created a Canvas page and oversees the progress of approximately 65 users in order to train incoming journal reviews
- Collaborated with executive board in biweekly meetings in order to maintain the academic and editorial integrity of MURAJ
- Lead section editing for over 70 papers as reviewers work to edit papers in a double blind review

Skills

- **Technical:** database management, source control management, web work with HTML, XML, and CSS, survey design
- **Computer:** proficient in MS Office, Google Suite, and social media
- **Programming:** experience with C++, C#
- **Writing:** academic writing, technical writing, note-taking, copyediting, researching, interviewing