

Viktoria R. Tadlock

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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, RED-Cap, 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