Viktoria R. Tadlock

## Contact Information

(262)-226-0598 · vtadlock77@gmail.com

## 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