

WHITNEY BOLAR

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SUMMARY

Analytic technical writer writing about multiple subjects. Knowledge of editing and publication processes. Dedicated to thorough and accurate writing.

EDUCATION

Eastern Washington University - Cheney, WA Technical Communication , Bachelor of Arts	<i>Expected in 08/2022</i>
Eastern Washington University - Cheney, WA Computer Science , Bachelor of Computer Science	<i>Expected in 08/2022</i>
Eastern Washington University - Cheney, WA Visual Communication Design , Minor	<i>Expected in 08/2022</i>
Eastern Washington University - Cheney, WA User Experience, Certificate	<i>Expected in 08/2022</i>

SKILLS

- HTML, XML, and web editing proficiency
- Cascading Style Sheet (CSS) proficiency
- Fundamental Knowledge of Java
- Familiar with jGrasp, Visual Studio Code, and Eclipse
- Proficient Adobe Photoshop skills
- Advanced Adobe Illustrator skills
- Advanced tutoring and mentoring
- Microsoft Word, PowerPoint, and Excel proficiency
- Advanced Research skills
- Advanced Video instruction
- Strong interpersonal skills
- Strong public speaking skills

EXPERIENCE

Technical Writer EWU Information Technology Cheney, WA	<i>04/2019 - 06/2019</i>
<ul style="list-style-type: none">• Edited and scripted video instructions made with instructions previous created by team for students needing guidance using content management system.• Collaborated with team members by deep motivation as a team leader.	

- Used a content management system and created digital and printable instructions for non technical people.

Proposal Writer | Women's Healing & Empowerment Network | Spokane, WA

01/2019 - 03/2019

- Worked with the Women's Healing and Empowerment Network (WHEN) to help satisfy their financial needs by providing the statistics of violence in Spokane compared to the rest of Washington.
- Reached out to the HUD Exchange Foundation for a grant worth 50,000 dollars dedicated to Frieda's Healing Center.

User Experience Intern | Accountable Custodial & Maintenance, Inc. | Port Orchard, WA

01/2021 - 03/2021

- Connected log management platforms for observability with digital feedback based on clicks and visits analyzed for user improvement.

ACTIVITIES

Eagle Ambassador | Eastern Washington University | Cheney, WA

03/2017 - Current

- Volunteered to speak to an audience of 500 visitors with the Deans of Eastern Washington University about student life.
- Assisted approximately 400 people by answering questions about Eastern Washington University's campus and guiding others to their destination.
- Communicated effectively with prospective students to easing their concerns over college life.

COURSE PROJECTS

Content Management: DVD Player Manual | Eastern Washington University | Cheney, WA

04/2019 - 06/2019

- Created Darwin Information Typing Architecture (DITA) concept, task, map and reference documents to recreate existing manuals and schedules using oXygen. I successfully applied my skills in recreating a user manual for a Bluetooth DVD player with a partner.
- Used eXtensible Markup Language (XML) to outline documents with oXygen. I developed XML writing skills by focusing on structure, hierarchy, attributes, and elements.

C Programming & Unix: Linked List-Self Referential Structure | Eastern Washington University | Cheney, WA

03/2021

- Used Unix command-line in the macOS terminal to navigate files, generate code, and make files.
- Explored modern software development practices using the Unix command-line in the macOS terminal and external software.

REFERENCES

Teena Carnegie: Director, Technical Communication Department | Eastern Washington University | Cheney, WA

Phone: 509.359.6037

Email: tcarnegie@ewu.edu

Savannah Preston: Contract Administrator | Accountable Custodial & Maintenance, Inc. | Port Orchard, WA

Phone: 325.423.2334

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Crystal Medina: Eagle Ambassador Advisor | Eastern Washington University | Cheney, WA

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