

NAME REDACTED

EDUCATION

University of Akron – Akron, Ohio
Master of Fine Arts, Aug 2010
Concentration in creative writing
GPA 3.8

Ohio State University- Columbus, Ohio
Bachelor of the Arts, November 2008
Professional Writing, minor in French
Major GPA 4.0 Overall GPA 3.1

EXPERIENCE

Medex, Middleburg Heights, Ohio

Technical Writer (December 2014 – present)

- Worked with programming and quality control teams to write documentation for user manuals
- Wrote company communications and newsletters and maintained company website

Academic Library Association of Ohio, Columbus, Ohio

Webmaster (January 2014 – May 2015)

- Appointed webmaster and content manager
- Presenter and member of planning committee for 2014 annual conference

CompTIA A+ Certified (July 2013 – July 2016)

Akron Square Fest, Akron, Ohio

Webmaster (June 2012 – June 2014)

- Created website for city music festival using HTML, CSS, and JavaScript, and managed content

Ohio State University, Columbus, Ohio

Student Intern (September 2006 - November 2008)

- Created HTML/CSS website for university literary journal
- Staff writer for student newspaper
- Created employee manuals for two university library positions

Summit County Medical Examiner's Office, Akron, Ohio

Intern (June - August 2002)

- Created OSHA safety compliance manual and corresponding staff training materials

PROFESSIONAL MEMBERSHIPS

Editorial Freelancers Association

Member (April 2015 – present)

Society for Technical Communication

Member (December 2014 – present)

CONTACT

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