

TECHNICAL WRITER RESUME

Summary:

A highly motivated individual who is quick-witted, intelligent and competent; is able to grasp complex software and technical concepts quickly and is able to translate them to understandable and logical ideas; has strong technical background strengthened by a graduate degree in technical writing; has excellent organizational, communication and writing skills; has strong ability to work and beat tight deadlines; possesses extensive functional knowledge in the areas of electrical components, hardware and software, as well as networking

Professional Experience:

Senior Technical Writer January 2007 – Present
ABC Company, Los Angeles California

Responsibilities:

Wrote, edited, and maintained training manuals for the simulation tools
Created online help systems and reference manuals
Worked with graphic artists, programmers and testers to develop end user documentation

Technical Specialist May 2004 – December 2006
Brandon & McMahon, Inc , San Diego, CA

Responsibilities:

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Technical Specialist May 2004 – December 2006
Brandon & McMahon, Inc , San Diego, CA

Education:

Bachelor of Arts in English, Yale University, CT, 1999

Skills:

- Excellent communication and writing skills
- Excellent computer skills and expertise in using Microsoft Office tools
- Possess exceptional research skills
- Knowledgeable and experienced in SEO techniques
- Comfortable and ease with using popular web technologies
- Experienced in writing various online collaterals

Awards and Affiliations:

Member, The Society for Technical Communication The Content Wrangler Community
Member, Editorial Freelancers Association (EFA)
Member, HTML Writers Guild (HWG)
Member, International Webmasters Association (IWA)

