

WORK HISTORY

JANUARY 2012-PRESENT: FREELANCE WRITER. [ONLINE PORTFOLIO](#). NORFOLK, VIRGINIA

- Perform writing, editing, and photography services for a variety of companies and publications

SEPTEMBER 2013-PRESENT: FREELANCE TECHNICAL EDITOR. [WATERS CORPORATION](#). MILFORD, MASSACHUSETTS

- Edit user documentation for FDA-controlled manufacturing instruments and devices
- Collaborate with writers, SMEs, and project managers in the U.S. and U.K. to produce accurate, highly readable documentation for an international audience
- Perform technical writing duties, contribute to internal style guide, and attend remote training sessions, as required

OCTOBER 2012-APRIL 2013: CONTENT DEVELOPMENT ASSOCIATE. [THE SAYLOR FOUNDATION](#). WASHINGTON, DC

- Oversaw editing and course design process for non-profit, online college courseware provider
- Worked with consulting professors and subject matter experts to ensure quality courseware
- Maintained and updated all content development protocols and guidelines
- Oversaw a panel of editors, distributed assignments, and set deadlines for them

MARCH 2008-DECEMBER 2011: TECHNICAL EDITOR/WRITER. [TECHNOLOGY TRANSFER SERVICES](#). TAMPA, FLORIDA

- Researched and wrote copy for internal and external publications, including corporate Web site, proposals, press releases, course catalogs, and marketing material
- Lead editor for eLearning development; ensured quality grammar, design, and user-friendliness
- Created, edited, and formatted workbooks to correspond with eLearning modules
- Maintained organizational style guides, policies, and production processes
- Contributed to the development of new eLearning curriculums based on an ISD process

AUGUST 2007-DECEMBER 2007: RESEARCH ASSOCIATE. [OLD DOMINION RESEARCH FOUNDATION](#). NORFOLK, VIRGINIA

- Interviewed patients participating in the Sentara Emergency Department Research Study
- Collected pertinent information and entered, coded, and analyzed data
- Certified for working with human subjects in regards to privacy and data collection methods

EDUCATION

APRIL 2011: [COSTA RICA TEFL](#). SAMARA, COSTA RICA

- Completed 160 hours of training and observed teaching practice for TEFL certification

DECEMBER 2010: [UNIVERSITY OF SOUTH FLORIDA](#). TAMPA, FLORIDA

- M.A. in Library and Information Science; 3.9 GPA
- Courses taken include Research Methods, Web Design, and Information Architecture

DECEMBER 2007: [OLD DOMINION UNIVERSITY](#). NORFOLK, VIRGINIA

- B.A. in English with an emphasis in Professional Writing; 3.6 GPA
- Courses taken include Technical Writing, Research Design, and Writing in an Electronic Environment

SKILLS

- Writing, editing, researching, content development, desktop publishing, and basic web design
- MS Office, Adobe software, content management systems, and database management

REFERENCES

- References and writing samples available upon request