



Bethany S. Whitfield

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Objective: To join your organization and dedicate my skills in writing and editing to spreading information and creating understanding amongst individuals within the surrounding communities.

Education: **Saginaw Valley State University** 2011.2015
BA in Professional & Technical Writing
Minor(s): Computer Applications, Psychology

Experience: **Dean Transportation** - Document Coordinator 2016.2017

- Editing and coordinating updates to policy and procedure manuals
- Developing and editing student and parent handbooks
- Maintaining company communications through weekly newsletters
- Maintaining standard administrative documents

Animals & Society Institute - Technical Writing Volunteer 2016

- Summarizing complex academic journals into clear, accessible documents

Blue Thumb Digital - Technical Writing Intern 2014

- Writing weekly newsletters and social media posts
- Editing technical documents
- Maintaining customer interaction
- Creating documents that catering to residential- and business-level consumers
- Finding new ways to implement objective promotion

Activities: **PorkRindsandBaconGrease.com, BethanyWhitfield.com** - Author and Maintainer

- Personal blog and portfolio websites
- Honing my formal and informal writing skills
- Share ideas and receive feed back

National Multiple Sclerosis Society - Bike MS Staff Volunteer 2016.2017

Association for Computing Machinery - Competition Editor 2013.2014

Skills:	Adobe	Apple	Microsoft	Programming	Personal
	InDesign	macOS	Word	HTML	Detail oriented
	Photoshop	iMovie	Excel	CSS	Organized
	Acrobat		Dynamics GP		Timely
	Dreamweaver		Power Point		Innovative