



Bethany Whitfield

Technical Writer/Editor

Contact:

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Skills:

- G Suite
- Microsoft Office Suite
- Microsoft Dynamics GP
- Adobe Photoshop
- Adobe InDesign
- Adobe Acrobat Pro
- Proofreading
- Usability Testing
- Audience Analysis
- Information Design
- Content Management Systems
- CSS
- HTML

Work Experience

Technical Writer/Editor

Perspecta, June 2018-Present

- Maintaining the program of instruction and lesson plans for end user training
- Updating end user manuals
- Coordinating production and distribution of materials
- Testing software documentation accuracy by performing installations and configurations
- Taking meeting minutes

Document Coordinator

Dean Transportation, Dec 2016-Aug 2017

- Edited and coordinated updates to standard operating procedure manuals
- Developed and edited student/parent handbooks
- Maintained company communications through weekly newsletters
- Managed standard administrative documents

Technical Writing Volunteer

Animals & Society Institute, Oct 2016-Dec 2016

- Summarized complex academic journals into clear, accessible documents

Technical Writing Intern

Blue Thumb Ponds, Sep 2014-Nov 2014

- Created weekly newsletters and social media posts
- Edited technical documents
- Maintained customer interaction
- Constructed documents that catered to residential- and business-level consumers

Education

Saginaw Valley State University, 2011-2015

BA in Professional & Technical Writing

Minor(s): Computer Applications, Psychology