

Bethany Whitfield

Technical Writer/Editor

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EXPERIENCE

Perspecta — *Technical Writer/Editor*

JUNE 2018 - PRESENT

- Maintaining the program of instruction and lesson plans for end user training in PowerPoint
- Working with subject matter experts to create documentation
- Updating and writing end user manuals for software installation
- Coordinating production and distribution of end user materials
- Testing software documentation accuracy by performing installations and configurations
- Taking meeting minutes

Dean Transportation — *Document Coordinator*

DECEMBER 2016 - AUGUST 2017

- Edited and coordinated updates to standard operating procedure manuals using company templates in MS Word
- Developed and edited student/parent handbooks with Adobe InDesign
- Maintained company communications through weekly newsletters
- Created templates for administrative documents

Animals & Society Institute — *Technical Writing Volunteer*

OCTOBER 2016 - DECEMBER 2016

- Summarized complex academic journals into clear, accessible documents

Blue Thumb Ponds — *Technical Writing Intern*

SEPTEMBER 2014 - NOVEMBER 2014

- Created weekly newsletters and social media posts
- Edited technical documents
- Maintained customer interaction
- Constructed documents catering to multiple audiences
- Wrote technical specifications

EDUCATION

Saginaw Valley State University

AUGUST 2011 - JUNE 2015

BA Professional and Technical Writing

Minor(s): Computer Applications, Psychology

SKILLS

Information Design

Documentation

Editing

Proofreading

Usability Testing

Audience Analysis

G Suite

SharePoint

Microsoft Office Suite

Microsoft Visio

Microsoft Dynamics GP

Adobe Photoshop

Adobe InDesign

Adobe Acrobat Pro

Content Management Systems

CSS

HTML