

Amina Patel

amina.patel@example.com • (555) 123-4567 • Seattle, WA • linkedin.com/in/aminapatel

SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's degree in Technical Communication. Proficient in creating clear and concise documentation, with a strong foundation in user-centered design and agile methodologies.

EXPERIENCE

Technical Writer Intern

Jan 2022 - Present

Tech Innovations Inc., Seattle, WA

- Developed and edited over 50 user guides and manuals, increasing customer satisfaction ratings by 15%.
- Collaborated with cross-functional teams to streamline the documentation process, reducing delivery time by 30%.
- Utilized Markdown and Confluence for documentation, ensuring consistency and adherence to company standards.

Content Writer

Jun 2020 - Dec 2021

Freelance, Remote

- Created and managed a portfolio of articles and technical documentation for various clients, achieving an average engagement increase of 25%.
- Research and synthesize complex technical information for diverse audiences, enhancing clarity and comprehension.
- Implemented SEO best practices to improve visibility and ranking of content, resulting in a 40% increase in organic traffic.

Documentation Assistant

Sep 2018 - May 2020

University of Washington, Seattle, WA

- Assisted in the creation and revision of instructional materials for academic programs, contributing to a 20% improvement in student feedback scores.
- Participated in workshops on technical writing and documentation tools, enhancing team knowledge and writing quality.
- Supported project management by maintaining documentation timelines and updates, ensuring timely project deliverables.

EDUCATION

Bachelor of Science in Technical Communication

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Technical Writing, User Documentation, Content Management, Research & Analysis

Tools & Frameworks: Markdown, Confluence, Adobe FrameMaker, MS Office Suite