



MIA TAYLOR

Technical Editor

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PROFESSIONAL SUMMARY

Accomplished Technical Editor with 10 years of experience in enhancing technical documentation across diverse industries. Proven ability to collaborate with cross-functional teams to elevate content clarity and precision. Dedicated to upholding high editorial standards and streamlining processes to improve efficiency. Excited to drive impactful technical communication within a forward-thinking organization.

WORK EXPERIENCE

Technical Editor Mar / 2018-Ongoing
Pineapple Enterprises Santa Monica, CA

1. Reviewed and refined key deliverables for the OTIA III State Bridge Delivery Program, ensuring clarity and precision.
2. Crafted client-focused materials, including comprehensive reports for the Oregon Department of Transportation.
3. Collaborated with senior management to develop program management documents that align with organizational goals.
4. Edited white papers, strategic documents, and policy procedures, enhancing overall quality and compliance.
5. Verified updates for project controls in the Bridge Reporting System, maintaining accuracy in documentation.
6. Produced regular program status updates to keep stakeholders informed and engaged.
7. Addressed stakeholder inquiries regarding document content, ensuring clarity and satisfaction.

Technical Editor Mar / 2015-Mar / 2018
Cactus Creek Solutions Phoenix, AZ

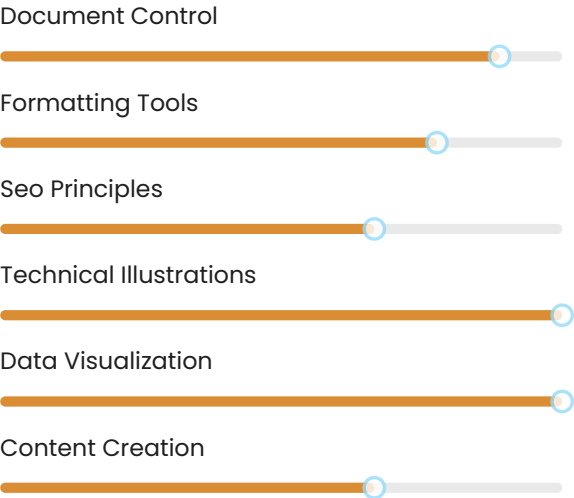
1. Performed as a Technical Editor for USSOCOM, overseeing documentation for enterprise-wide applications.
2. Edited user manuals, system specifications, and functional descriptions to ensure precision and clarity.
3. Supported Configuration Management by tracking application libraries for SOCRATES implementations.
4. Worked collaboratively with Systems Engineers to deliver accurate systems integration documentation.
5. Managed SharePoint for the SOF Integration Facility, enhancing accessibility to critical documents.
6. Streamlined document management processes through the creation of an internal SharePoint workflow.

EDUCATION

Bachelor of Arts in English Mar / 2012-Mar / 2015
University of Oregon Denver, CO

Focused on technical writing and editing, with coursework in communication theory and professional writing.

SKILLS



INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS

- Intuition Leadership
Listening Mentorship

LANGUAGES



ACHIEVEMENTS

- Led a team to enhance documentation processes, reducing editing time by 30%.
- Developed a comprehensive style guide that improved consistency across all technical documents.