

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Seasoned editor with over eight years of experience in the tech industry, specializing in content development and technical editing. Produces value-rich educational and marketing materials for global audiences, leveraging project management skills. Excels in fast-paced, collaborative environments, delivering high-quality content that meets both user needs and brand standards.

Education

- Bachelor of Arts (B.A.) English | UNIVERSITY OF CALIFORNIA, Berkeley, CA | September 2011 – June 2015

Certifications

- Certified Professional Technical Communicator (CPTC), APMG, 2021
- Professional Sequence in Editing Certificate, Berkeley Extension, 2017

Key Skills

- Brand voice development
- Budget management
- Constructive feedback
- Editorial leadership
- Global content strategy
- Negotiation

Professional Experience

TECHNICAL EDITOR | AWS PRODUCT MARKETING, SEATTLE, WA | OCTOBER 2017 – PRESENT

- Oversee more than 200 high-impact marketing materials, including webpages and presentations
- Develop strong working relationships with product marketers
- Update and improve customer-centric content to grow lead generation and conversion rates by 10%
- Maintain editorial integrity across various platforms, enhancing the clarity and impact of AWS's technical communication
- Streamline editorial process to reduce project turnaround time by 30% and boost team productivity

CONTENT EDITOR | AMAZON SELLER UNIVERSITY, SEATTLE, WA | JUNE 2015 – OCTOBER 2017

- Managed the editing and revision of over 300 educational articles and videos
- Ensured content relevance, ease of consumption, and value for Amazon Seller audience
- Collaborated with a cross-functional team of 10 content writers to reduce production time by 25%
- Advocated for customers by working closely with writers and subject matter experts to fill content gaps
- Implemented a metadata provision strategy to increase content discoverability by 40%