SOPHIA THOMPSON

Technical Writing Intern

CONTACT

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Austin, TX 78701

KEY SKILLS

- Technical documentation
- Editing and proofreading
- Research and analysis
- Microsoft Office and Adobe Acrobat
- Simplifying complex concepts

EDUCATION

Bachelor of Arts (B.A.) in English
UNIVERSITY OF TEXAS, Austin, TX
May 2023

ABOUT ME

A motivated and detail-oriented aspiring technical writer with a Bachelor's degree in English and hands-on experience gained through academic projects and internships. Proficient in technical writing software, conducting research, and simplifying complex information for diverse audiences. Eager to contribute to the success of a forward-thinking organization.

PROFESSIONAL EXPERIENCE

Technical Writing Intern
Bright Tech Solutions, Austin, TX | May 2023 – August 2023

- Created user guides for a cloud-based software platform, improving clarity and usability for end-users
- Collaborated with engineers to gather technical specifications and ensure documentation accuracy
- Assisted in editing and proofreading technical documents, maintaining adherence to company style guidelines

Academic Project: User Manual for a Smart Home Device
January 2023 – May 2023

- Developed a 20-page user manual for a smart thermostat, including installation guides and troubleshooting tips
- Incorporated visuals and diagrams to enhance readability and comprehension
- Presented the project to peers and professors, receiving positive feedback for clarity and structure

CERTIFICATIONS

- Certified Professional Technical Communicator (CPTC) – Foundation Level | 2023