



Selena Ramirez

A highly skilled technical writer with a master's degree in professional writing and dual bachelor's degrees in English and technical communication. Proven experience developing, maintaining, and editing technical documentation for industry leaders such as IBM and Amazon, with a demonstrated ability to collaborate effectively with cross-functional teams.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  San Diego, CA 12345

EDUCATION

- BA in English
University of California, Berkeley, California
- BS in Technical Communication
Michigan Technological University,
Houghton, Michigan
- MS in Professional Writing
New York University, New York, NY

KEY SKILLS

- Document review and editing
- Efficiency improvement
- SME collaboration

PROFESSIONAL EXPERIENCE

- Technical Writer, IBM, New York, NY**
January 2019 – Present
 - Developed and maintained over 50 technical documents, including user manuals, help files, and how-to guides, improving user understanding and product usability
 - Collaborated with cross-functional teams of software developers, engineers, and product managers to gather and understand product information, resulting in accurate and comprehensive documentation
 - Reviewed and edited technical documents for accuracy, clarity, and quality, ensuring information is easily understandable and usable for the target audience
- Junior Technical Writer, Amazon, Seattle, WA**
June 2017 – December 2018
 - Created and updated over 30 technical documents, such as user manuals and help files, enhancing UX and product efficiency
 - Worked closely with technical teams to understand product details, leading to the production of accurate and detailed documentation
 - Reviewed and edited technical documents, ensuring clarity, accuracy, and high-quality presentation of information

PROFESSIONAL DEVELOPMENT

- CPTC, Society for Technical Communication
- CTW, TechWriter Certification
- Microsoft Certified: Azure Technical Writer Associate (MCATA), Microsoft