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Selena Ramirez

Junior Technical Writer

I am a skilled junior technical writer with a master's degree in professional writing and dual bachelor's degrees in English and technical communication. I have developed, maintained, and edited technical documentation for companies like IBM and Amazon, working effectively with cross-functional teams.

Contact



(123) 456-7890



email@example.com



LinkedIn



San Diego, CA 12345

Education

BA in English

University of California, Berkeley, CA
– Graduated May 2009

BS in Technical Communication

Michigan Technological University,
Houghton, MI – Graduated May
2008

MS in Professional Writing

New York University, New York, NY –
Graduated May 2011

Key Skills

- Document Review and Editing
- Efficiency Improvement
- Collaboration with SMEs

Professional Experience

TECHNICAL WRITER | IBM, NEW YORK, NY
JANUARY 2019 – PRESENT

- Developed and maintained over 50 technical documents, enhancing product usability and reducing support queries by 20%.
- Collaborated with cross-functional teams to ensure accuracy and clarity.
- Reviewed and refined content to meet industry standards.

JUNIOR TECHNICAL WRITER | AMAZON, SEATTLE, WA
JUNE 2017 – DECEMBER 2018

- Created and updated over 30 technical documents, improving user experience and product efficiency.
- Worked closely with technical teams to gather accurate information.
- Edited documentation to ensure consistency and clarity.

Professional Development

CPTC, Society for Technical Communication

CTW, TechWriter Certification

Microsoft Certified: Azure Technical Writer Associate