

Diana Ross

Regulatory Technical Writer

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I am a detail-oriented regulatory technical writer with over six years of experience creating documentation that complies with industry standards and governmental regulations. I specialize in translating complex regulatory requirements into clear, concise documents that support compliance and audit readiness.

PROFESSIONAL EXPERIENCE

Regulatory Technical Writer, GovTech Solutions, Washington, DC

January 2016 – Present

- Developed regulatory documentation that reduced audit discrepancies by 25%.
- Collaborated with legal and compliance teams to ensure accuracy.
- Produced guidelines to support internal audits and compliance efforts.

Technical Writer, Compliance Corp., Washington, DC

June 2008 – December 2015

- Authored documentation aligned with regulatory standards.
- Assisted in preparing compliance reports and audit materials.
- Enhanced document clarity and consistency, boosting compliance readiness.

EDUCATION

- BA in English, Georgetown University, Washington, DC – Graduated May 2010
- BS in Technical Communication, American University, Washington, DC – Graduated May 2008

KEY SKILLS

- Regulatory Documentation
- Clear Communication
- Data Analysis
- Compliance Writing
- Auditing Support

CERTIFICATIONS

CPTC

Regulatory Writing Certification