

SJ

Sarah Johnson

Entry-Level Technical Writer

ABOUT ME

I am a motivated entry-level technical writer with hands-on experience from academic projects and internships. I am skilled in using technical writing software and transforming complex technical information into clear, accessible content.

PROFESSIONAL EXPERIENCE

Technical Writing Intern | Bright Tech Solutions, Philadelphia, PA
May 2023 – August 2023

- Developed over 50 user manuals and online help documents, reducing support queries by 30%.
- Collaborated with software developers to simplify complex technical details.
- Reviewed and updated existing documents to ensure consistency with style guidelines.

Academic Project: Smart Home User Manual | UC Berkeley, CA
January 2023 – April 2023

- Created a detailed 20-page manual for a smart thermostat, including installation and troubleshooting sections.
- Incorporated visuals to enhance clarity and usability.
- Presented the project at a campus tech showcase with positive feedback.


PROFESSIONAL DEVELOPMENT

CPTC, Society for Technical Communication

CTW, American Medical Writers Association

Microsoft Certified: Azure AI Engineer Associate

CONTACT

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EDUCATION

- BA in English
University of California, Berkeley,
CA – Graduated May 2022
- BS in Technical Communication
Michigan Technological University,
Houghton, MI – Graduated May
2020
- MS in Professional Writing
New York University, New York, NY
– Graduated May 2023

KEY SKILLS

- Technical Documentation Software
- Editing and Proofreading
- User-Friendly Content Development