

# Your First and Last Name

Email | Phone Number | [linkedin.com/firstlast](#) | Portfolio

## EDUCATION

**Master of Arts in Writing, Rhetoric and Technical Communication** May 20XX

James Madison University (JMU) | Harrisonburg, VA

*Writing Coursework:* Professional Editing, Communication Ethics, Legal Writing, Proposal and Grant Writing, Content Management

**Bachelor of Arts in Writing, Rhetoric and Technical Communication** May 20XX

James Madison University (JMU) | Harrisonburg, VA

*Minors:* English Literature and Computer Science

## WRITING EXPERIENCE

**Graduate Assistant** Jan 20XX - Present

Blue Ridge Community College, Office of the Provost | Harrisonburg, VA

- Drafted and researched proposals to secure essential state funding for university services, successfully obtaining financial resources to support various academic and administrative initiatives
- Facilitate student advisory group sessions, gathering and analyzing feedback through surveys and discussions to drive improvements in university policies and initiatives

**Technical Writing Intern** June 20XX – Dec 20XX

Tech Solutions, Inc. | Washington, D.C.

- Developed user manuals and technical documentation for software products
- Collaborated with software developers and engineers to gather technical information and translate it into user-friendly documents
- Conducted usability tests to gather feedback on documentation, leading to the enhancement of instruction manuals and improvement of overall quality

**Research Assistant** May 20XX – May 20XX

JMU College of Arts and Letters | Harrisonburg, VA

- Utilized surveys, interviews, and usage metrics to gather data on the impact of digital communication tools such as Slack, Microsoft Teams, and Google Docs on collaborative writing in professional settings
- Presented research findings at three conferences, effectively communicating complex concepts
- Published two peer-reviewed articles in top-tier journals, contributing to cutting-edge research in computer science and technical communication
- Crafted grant proposals and funding applications, resulting in the successful acquisition of funding for ongoing and future research initiatives

## **EDITING EXPERIENCE**

### **Journal Editor**

April 20XX – Present

***Science Robotics Journal*** | American Association of the Advancement of Science | Remote

- Evaluate quality and originality of manuscripts, maintaining high journal standards and achieving a 95% acceptance rate
- Lead editorial process for a science robotics journal, overseeing submission, review, and publication of 50+ research articles annually

### **Editorial Intern**

May 20XX – Aug 20XX

Northern Virginia Magazine | Fairfax, VA

- Authored 2-3 articles weekly for online magazine focusing on Northern Virginia businesses, lifestyle and culture
- Edited 40+ submitted articles from freelance writers and community members, ensuring content quality and consistency
- Coordinated with sponsors and advertisers for both the print and online publications

## **SKILLS**

*Writing and Editing:* AP Style, Professional Editing, Content Creation

*Technical Skills:* HTML, CSS, Document360, RoboHelp, Microsoft 365

*Research and Analysis:* Proposal and Grant Writing, Research Presentation, Peer-Reviewed Publication