

Brooklyn Olson

Technical Writer

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Skills

- HTML, CSS, JavaScript, VBA, Markdown, GitHub, HackMD
- Microsoft Suite: Word, Excel, PowerPoint
- Google Suite: Docs, Sheets, Slides
- Adobe Suite: Photoshop, InDesign, Acrobat
- Technical Writing and Editing, Copywriting, Content Writing, Proofreading, Product Documentation, Chicago Manual of Style, MLA

Experience

December 2020 - Present

Don't Use This Code; Remote - *Senior Technical Writer*

- Translated complex concepts and data into clear and accurate course materials.
- Crafted a company style guide, 8 consumer-facing templates, and official press materials.
- Implemented marketing improvement plans that increased our social media platforms (email marketing, Twitter, and LinkedIn) by 175%.
- Documented technical information using HTML, GitHub, Markdown, and HackMD.

January 2019 - September 2020

Curtiss-Wright; Idaho Falls, ID - *Program Control Analyst*

- Created and provided feedback on project proposals, Project Management Plans, project schedules, technical documents, and user manuals.
- Presented software details to multiple users, including team members and stakeholders, using PowerPoint and Excel.
- Collaborated with engineering teams for three National Lab projects with tight deadlines.
- Developed relationships and communicated with clients, in person and internationally.

February 2017 - April 2019

Brigham Young University-Idaho; Rexburg, ID - *Ghost Writer*

- Fostered a welcoming and inclusive culture by managing ADA compliance through SOPs.
- Researched and executed user help articles for new course layouts to ensure that user voices were being heard.
- Edited and audited consumer-facing materials using HTML pages to maintain a positive customer experience.
- Collected and presented data to department heads using the Google Suite.

Education

September 2015 - July 2019

Brigham Young University-Idaho

- BA in English, Professional Writing Emphasis
- Certificate in Computer Information Technology