# SUMMARY

I am a technical communications graduate from the University of Tennessee. Making use of over three years of experience editing materials for publication, adaptability in publishing software, and a background of diverse fields, I will be a valuable addition to your team. With professional experience, award nominated-writing, and a strong work ethic, let me help you turn your thoughts into words!

# EDUCATION

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| University of TennesseeB. A., English- Technical CommunicationAugust 2017 | Pellissippi State Community CollegeA. S., General Science |

# SKILLS & QUALIFICATIONS

* Proficient in Microsoft Office, Adobe Creative Suite, Google Drive, HTML, XML
* Designed a new logo for the African Centre for Science and International Security, October 2016
* Nominated for Undergraduate English Essay Prize, May 2017
* SoloLearn Certifications: PHP Tutorial, CSS Fundamentals, HTML Fundamentals, JavaScript Tutorial
* Published articles in two student news outlets

# EMPLOYMENT

## Technical Writer

### Freelance

#### December 2015 - Present

* Co-developed two FAA maintenance manuals for Resource Aircraft Modifications
* Assisted in backlog of veterinary medicine trial final reports for East Tennessee Clinical Research
* Consulted and wrote copy for launch of website for Poteet Realty Group
* Facilitated opening of Marble City Barbeque food stand, designed menus, and managed social media
* Designed bar displays and menus for Longbranch Saloon

## Community Association Manager

### Associa Tennessee

#### August 2018 - Present

* Oversee financial, maintenance, and administrative operations for a portfolio of ten communities
* Resolve concerns and provide customer service to board of directors, residents, and vendors

## Code Enforcement Specialist

### Associa Tennessee

#### January 2018 - August 2019

* Inspected and resolved compliance issues for 100+ communities
* Overhauled compliance database and templates to improve efficiency

## Website and Marketing Copywriter

### The Jeff LaRue Team, Realty Executives

#### December 2016 - December 2017

* Designed the team’s marketing branding suite and analyzed marketing campaign results
* Posted home information to Multiple Listing Service (MLS) website
* Overhauled, wrote copy for, and managed the team’s website

# ACTIVITIES & COMMUNITY

## Assistant Editor, Student Intern

### International Journal of Nuclear Security

#### February 2017 - December 2017

* Helped establish the journal’s video team and published its first video
* Coordinated the editing and review of academic manuscripts
* Researched grants, and transitioned proposal writing projects to a newly expanded grant team

## Managing Editor

### The Tangerine Satirical Newspaper

#### January 2014 - July 2016

* Oversaw the editing and writing process of the publication
* Restructured the organization to accommodate a quadrupled membership
* Trained new members in satire, rhetoric, and grammar
* Trained promoted members for new responsibilities
* Coordinated “Tangeroo” fundraising concert

## Retreat Volunteer

### VolCatholic at St. John XXIII Catholic Church

#### Spring 2016 - Spring 2017

* Helped with setup and cleanup of community events
* Helped lead two student retreats

## Engineer, Team Captain

### KCHS Competitive Robotics

#### Fall 2008 - Spring 2012

* Oversaw raising a budget of $5000+ annually
* Managed the team website and social media presence
* Oversaw designing, building, and programming a competition-ready robot in about six weeks
* Reached the quarterfinals in the Smoky Mountains Regional playoffs

# ADDITIONAL EXPERIENCE

## Catering Staff

### Volunteer Catering, Aramark

#### September 2014 - December 2016

## Camp Counselor

### Early Learning Center, University of Tennessee

#### May 2015 - August 2015

## Clerk

### Weigel’s Inc.

#### April 2012 - May 2015

## Camp Counselor

### Cherokee Country Club

#### June 2012 - August 2012

# QUICK REFERENCES

|  |  |  |
| --- | --- | --- |
| Dr. Russel HirstUniversity of Tennessee865-974-5401rkh@utk.eduProfessor at UT and Supervisor at IJNS | Jeff LaRueThe Jeff LaRue Team865-548-5333jeff@jefflarueteam.comSupervisor at Jeff LaRue Team | Keith HampsonHilton Knoxville865-335-6395kohampson@gmail.comFormer Supervisor at Volunteer Catering |