

Katherine Griffiths

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WORK EXPERIENCE

NBCUniversal <i>Technical Writer</i>	Apr 2022 – Jan 2026 New York, NY
<ul style="list-style-type: none">Created and designed a data visualization training on PowerPoint techniques and narrative data, presented to 50+ employees who recommended the training to additional teams.Owned API documentation management in Confluence, managing edits, versioning, and cross-team workflows tracked through Jira and monday.com.Executed end-to-end case study workflow; analyzed measurement decks, identified key quantitative insights, and designed visually compelling case studies showcasing the NBCU portfolio with prestige brands and ad tech.Acted as a key resource on presentation design and narrative, helping tangential teams deliver polished decks.Managed and edited weekly release notes for 500+ users, creating an easily accessible, widely referenced resource.	
Cisco <i>Technical Writer</i>	May 2021 – Apr 2022 Remote
<ul style="list-style-type: none">Elevated the quality of client-facing proposals and presentations, ensuring consistent and polished decks that aligned with evolving technical standards and brand expectations.Ranked #1 in productivity and speed on a team of 6, consistently delivering both high-quality and timely materials.	
The Hatch Foundation <i>Freelance Copywriter</i>	Jun 2021 – Apr 2022 Remote
<ul style="list-style-type: none">Authored website copy for the nonprofit's site in collaboration with a software development studio.Developed all copy within the marketing package, establishing a personalized brand identity.	
Missouri State University, Art + Design Dept. <i>Graduate Assistant</i>	Aug 2019 – May 2021 Springfield, MO
<ul style="list-style-type: none">Authored departmental blog content, increasing engagement and visibility with student outreach.Conducted in-depth interviews with notable faculty and alumni and produced feature articles.	
Supper Co. <i>Freelance Copywriter</i>	Jan 2021 – May 2021 Springfield, MO
<ul style="list-style-type: none">Developed UX copy to enhance user engagement and brand messaging.Collaborated on a social campaign, creating concepts and copy that aligned with strategic marketing goals.	

EDUCATION

Missouri State University <i>MA, Technical Writing, 4.0 GPA</i>	<i>Springfield, MO</i>
<i>BS, Technical Writing, summa cum laude, 3.9 GPA</i>	Aug 2019 – May 2021
Presidential Scholar, Honors College	Aug 2015 – May 2019

SKILLS

Core Technical documentation, user guides, API docs, release notes, editing, quality assurance, content management, information architecture, SME collaboration, AI/LLM writing prompts/analysis
Visual Communication Data visualization, template creation/standardization, visual editing, presentation design, alt text, accessibility review
Tools Jira, Confluence, monday.com, Microsoft 365 (Word, Excel, PowerPoint, Teams, Outlook), Google Workspace (Docs, Slides, Sheets, Drive, Gmail), Canva, Adobe Illustrator, Lucidchart, Salesforce, Highspot
Key Strengths Clear/effective communication, detail-oriented and highly accurate, supportive team member, time/project management, quick learner