

Katherine Griffiths

katieannegriff@gmail.com ❖ [\(417\) 388-3594](tel:(417)388-3594) ❖ katieagriffiths.com ❖ [LinkedIn](#) ❖ New York, NY

WORK EXPERIENCE

NBCUniversal

Technical Writer

Apr 2022 – Jan 2026

New York, NY

- **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

Technical Writer

May 2021 – Apr 2022

Remote

- **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

Freelance Copywriter

Jun 2021 – Apr 2022

Remote

- **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.

Graduate Assistant

Aug 2019 – May 2021

Springfield, MO

- **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.

Freelance Copywriter

Jan 2021 – May 2021

Springfield, MO

- **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

MA, Technical Writing, 4.0 GPA

BS, Technical Writing, *summa cum laude*, 3.9 GPA

Presidential Scholar, Honors College

Springfield, MO

Aug 2019 – May 2021

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