

KATIE ANNE GRIFFITHS

technical writer + editor

Education

Missouri State University

Master of Arts,
Technical Writing
Graduated: May 2021
Grade point average: 4.0/4.0

Graduated Summa Cum Laude
Bachelor of Science,
Technical Writing
Minors in Graphic Design & Dance
Grade point average: 3.98/4.0

Relevant skills

- Comprehensive knowledge of technical editing and formatting
- Detail-oriented in all contexts, with superior written and verbal communications skills
- Advanced Microsoft Office Word and PowerPoint skills
- Experienced at tailoring written content to both general and specific audiences with consideration and sensitivity
- Proficient in producing copy for websites
- Proficient in Adobe Illustrator and Photoshop

Contact details

katieannegriff@gmail.com
(417) 388-3594

Portfolio
www.katieagriffiths.com

LinkedIn
www.linkedin.com/in/griffithskatherine/

Professional experience

NBCUniversal, Technical Writer

April 2022 - present | New York, NY

- Edit and proof documentation, including release notes, user help, one-sheets, FAQs, training decks, and other related collateral to accompany products and strategic initiatives
- Identify and analyze documentation needs; organize and format content
- Uphold technical communication standards and style guidelines

Cisco, Technical Writer

May 2021 - April 2022 | Remote

- Maintained and executed the highest editing standards for customer- and client-facing presentation materials, ensuring consistency throughout the entire editing process
- Implemented and improved the content review process for both internal and customer-facing documents and/or presentations
- Updated template requirements according to Cisco standards

The Hatch Foundation, Freelance Technical Writer

June 2021 - February 2022 | Springfield, MO

- Wrote and edit all copy used in the creation of the nonprofit's first website
- Composed the mission statement, tagline, and value statements for the foundation
- Created a tone/voice messaging guide to ensure future content is cohesive and consistent

Art + Design Dept. MSU, Graduate Assistant

August 2019 - May 2021 | Springfield, MO

- Wrote and edited blogs for student outreach; interviewed influential faculty, notable alumni, and prestigious visiting artists for written features

Supper Co., Freelance Technical Writer

Spring 2021 | Springfield, MO

- Composed headlines, taglines, and other copy with user experience in mind
- Wrote/edited employee bios for consistency and grammatical accuracy
- Collaborated on the marketing of a medical communications campaign