

Lauren E. Conrad
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Portfolio: <http://www.laureneconrad.com>

Education

Purchase College - State University of New York May 2015
Bachelor of Arts
Majors: Creative Writing and History **GPA:** 3.6
Graduated Cum Laude

Work Experience

Technical Writer July 2016 – Present
Media Radar New York, NY

- Write documentation about collecting and managing data within the media industry
- Establish company-wide documentation style guide
- Craft 300-word glossary defining company and industry-specific terms

Technical Writer – One Month Contract May 2016 – June 2016
Success Academy Charter Schools New York, NY

- Wrote and edited user guide for educational software
- Wrote feature based documentation for 106 software modules
- Tested accuracy on 60 help articles

Technical Writer - Intern December 2015 - March 2016
Mozilla Remote

- Built training site to teach new technical writers how to write articles
- Wrote 30 support articles on Firefox Hello video chat feature, Firefox for iOS app, etc.
- Created marketing materials such as infographics and email copy

Professional Development

Tech Comm 101 Class July - August 2015
Society for Technical Communications Remote

- Developed technical communication skills
- Adapted writing style for documentation
- Wrote procedures and definitions

Skills

Software: Advanced Features in Microsoft Word, Excel, Camtasia, Final Cut Pro, InDesign
Web: Google Drive, Wordpress, Wix
Markup Languages: XML, HTML, CSS