

## John Smith – Technical and Marketing Writer

999 Main Street

Any Town, NY 99999

999-999-9999

email@gmail.com

### Skills Summary:

**Marketing and Technical Writer** - Specialist in the clear communication of sophisticated concepts to both technical and non-technical audiences, using both text and graphical content:

- Rapid grasp of technical information.
- Quick generation of materials tailored for the designated audience.
- Creation of concise and logically structured communications.
- Internet research and distillation of massive amounts of information into clear graphics, charts, and text

### ABC Inc. – (2010)

#### Content Writer

- Research, write and edit blog posts about company's products.

### XYZ Corp. - (2000-2009)

#### E-Learning Content Writer

- Design and create on-line training courses for new-hires as well as skills development for existing employees.
- Utilized e-learning tools and platforms such as Articulate, Acadia, Mind flash, and Learn.com.

### BCD Inc. (1997-1999)

#### Web Content Writer/Editor

- Wrote, edited and updated content for employee internal Web site.
- Provided intranet updates on the employee Web site via HTML XHTML and XML
- Produced and wrote content for intranet websites.
- Conducted interviews with various corporate-level personnel for “spotlight” articles.
- Copy-editing support and proofreading of deliverables to the website.
- Developed story ideas and plans for content delivery.
- Develop and produces enterprise pieces and human-interest articles.
- Wrote company headlines and intros for Healthcare, Finance, and general employee information stories.
- Created weekly e-newsletter.

### Education

Princeton University B.Sc. in Chemistry (Cum Laud)

### Actively Used Programs:

Frame Maker  
Canvas

Microsoft Word  
Adobe Acrobat

Corel Draw  
Visio

Corel Photo paint