

# Emily J. Miller

## Entry-Level Technical Writer

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## Summary

Highly motivated and detail-oriented Entry-Level Technical Writer with 2+ years of experience in creating high-quality technical documentation. Proficient in MadCap Flare, Adobe Creative Cloud, and Microsoft Office. Proven track record of delivering projects on time and exceeding customer expectations.

## Experience

### Technical Writing Intern

ABC Corporation · New York, NY · Jun 2020 - Aug 2020

Created technical documentation for software applications, including user manuals, guides, and release notes. Collaborated with cross-functional teams to ensure accuracy and consistency of documentation. Utilized MadCap Flare to develop and publish content.

- Developed and maintained technical documentation for multiple software applications
- Conducted research and interviews with subject matter experts to ensure accuracy of content
- Edited and proofread documentation for grammar, punctuation, and spelling errors
- Published content to internal knowledge base and external website

### Junior Technical Writer

DEF Agency · New York, NY · Sep 2020 - Present

Researched and created technical content for various clients, including API documentation, user guides, and blog posts. Worked closely with developers to ensure technical accuracy and consistency of content. Developed and implemented a documentation style guide to improve consistency across projects.

- Created technical documentation for multiple clients, including API documentation and user guides
- Collaborated with developers to ensure technical accuracy and consistency of content
- Developed and implemented a documentation style guide to improve consistency across projects
- Edited and proofread content for grammar, punctuation, and spelling errors

## Education

### Bachelor of Science

New York University · New York, NY · Jan 2018 - Dec 2020

Technical Communications · 3.8/4.0

## Skills

Technical Writing • MadCap Flare • Adobe Creative Cloud • Microsoft Office • API Documentation •  
User Experience (UX) • Content Strategy • Project Management • Team Collaboration •  
Time Management

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