



EDUCATION

UNIVERSITY OF MEMPHIS (UofM)

Master of Arts, English, Technical Communication

Memphis, TN // May 2023

UNIVERSITY OF MEMPHIS (UofM)

Bachelor of Arts, English, Technical Writing & Creative Mass Media
Participant of the Accelerated Bachelors to Master (ABM) Program
Dean's List: Fall 2020, Spring 2021, Fall 2021

Memphis, TN // May 2022

VOLUNTEER EXPERIENCE

Editor, ITSPCB – Dept. of Engineering, UofM

Memphis, TN//March 2022

- Edit documents to be published in the Department of Transportation website.
- Style Guide creation.
- Collaboration with graphic designer.

Intern, Our Voices Project, Dept. of Anthropology, UofM

Memphis, TN//December/2021

- Support the team to address loss of local knowledge by building on the strength of existing school environmental education programming and incorporating new curriculum that includes local voices and their community-based cultural and environmental knowledge.

Volunteer, Society for Technical Communication (STC) Instructional Design & Learning-Special Interest Group (IDL-SIG)

Remote // November/2021

- Edit documentation for the Student Outreach Article Competition (SOAC).
- Speaker in the First Fridays at Five Series, "Becoming an Instructional Designer."
- Support the IDL SIG efforts on Slack Channel.

Editor at Pioneer Pen, VSCC

Gallatin, TN // January-May/2020

- Encouraged student participation through flyers and social media.
- Reviewed submissions and verified they were error-free.
- Collaborated in the Magazine's design phase in Adobe InDesign.

Vice President of Education, Lebanon Toastmasters

Lebanon, TN //July/2018-March/2020

- Organized and scheduled club members' speeches.
- Verified the completion of members' projects through Toastmasters Pathways.
- Developed creative initiatives and campaigns to reach and engage new and existing members.
- Managed and evaluated the performance of social media content across Twitter and Facebook, as well as bi-weekly meeting planning emails.

AFFILIATIONS

Society of Technical Communication, STC, Member

Association for Talent Development, ATD, Nashville Chapter, Member

Public Relations Student Society of America, PRSSA, Member, University of Memphis

Sigma Tau Delta (International English Honor Society), Member/Public Relations Officer, University of Memphis

The National Society of Leadership and Success, Member, University of Memphis

SKILLS

- Collaboration, Communication, Adaptability, Resourcefulness, Self-motivation, Organization, Creativity, Time Management.
- Research, SEO, Project Management, Writing and Editing.
- Microsoft Suite, Adobe Creative Cloud, WordPress, Adobe Technical Communication Suite, Google Workspace, Asana.

LANGUAGES

Spanish: Native
English: Full Professional
Portuguese: Beginner