

<p>Melissa Devlin</p> <p>Bay Area, CA</p> <p>writer.devlin@gmail.com www.melissadevlin.com</p>	<p>Objective</p> <p>I am bright, articulate, and a fast learner. I am seeking a challenging, dynamic position as a technical writer.</p>
	<p>Software Skills</p> <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Oracle Financials • Oracle PeopleSoft • Sandstone Pixelmator • Adobe Photoshop CS4 • Adobe Dreamweaver CS6 • MIT's Scratch Animation (Enough to teach) • Lego WeDo Software • Apple Pages • Apple Numbers • Apple Keynote • Apple GarageBand • Apple iMovie • Bias Deck II • Mariner Storymill • Mariner MacJournal • Some experience with Microsoft Access • Some familiarity with HTML and CSS • Basic understanding of how programming languages work
	<p>Experience</p> <p>Tiny Techs Club - August 2014 - Present</p> <p><u>Technical Writer, Social Media, Instructor</u></p> <ul style="list-style-type: none"> • Write internal documents for training. • Create copy for fliers. • Find and generate content for social media outlets. • Teach very basic engineering concepts (Gears, pulleys) via Lego Robotics Classes. • Teach basic coding (Scripting) using MIT's Scratch animation software. • Wrote the teachers manual for Scratch Animated classes. • Test custom robot instructions.

	<p>Writer, Mentor and Editor - 2009 - Present</p> <p>I took five years to focus solely on creative writing. During that time I also assisted others with:</p> <ul style="list-style-type: none"> • Story Development • Overcoming Creative Block • Editing • Mentoring the creative process <p>I continue to work on my fiction, and assisting others reach their potential. But I also now enjoy working as a technical writer.</p> <hr/> <p>Chinook Clubhouse - Winter 2009</p> <p><u>Volunteer writer and web design analyst</u></p> <ul style="list-style-type: none"> • Wrote copy for their website. • Analyzed and improved design of their website. • Edited CSS template for better usability. <hr/> <p>Stanford - March 2007 - August 2007</p> <p><u>Administrative Associate III</u></p> <ul style="list-style-type: none"> • Provided administrative support for the Environmental Programs group. • Coordinated with the contracts office to set up agreements with new vendors, and to renew or institute changes to existing contracts. • Used Oracle financials to create purchase orders, charge other departments, reimburse travel. • Processed invoices billed to Stanford University and worked with the centralized accounts payable department to ensure vendors were paid appropriately. • Ordered laboratory supplies for managing hazardous waste. • Designed flyers and materials using Adobe Photoshop. • Organized and prepared materials for meetings - including everything from presentation folders to refreshments
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Borders - October 2005 – January 2007

Training and Operations Supervisor

- Wrote weekly internal newsletters.
- Wrote the manual for the operations position.
- Provided all training for Cashiers, Booksellers and Inventory Processing Team members.
- Conducted ongoing performance management of the staff through on-the-spot coaching and formal feedback sessions.

Corporate Sales Representative

- Private sales associate for corporate and educational customers.
- Handled large purchases from publishers.
- Organized and promoted teacher's week.
- Maintained a record system for financial reporting.
- Gave coaching when necessary.

Café Supervisor

- Wrote the manual for the position.
- Direct supervisor of four café staff members.
- Responsible for financial reporting.
- Supported both the Training and the Operations supervisors.

Multivision - March 2005

Reports Generator

- Used custom reports system to pull media mentions of clients and generate reports.
- Designed search systems in order to ensure media presence was fully detected.

Rodgers Ranch - January 2004 - May 2004

Web Designer

- Created design of local community website
- Converted newsletter to html format and incorporated into design.
- Maintained back end of website.

	<p>C-Venues - August 2003</p> <p><u>Deputy Technical Director (Seasonal)</u></p> <ul style="list-style-type: none"> • Wrote the technical manual for the position • Shared responsibility for the building, maintenance, and tear down of four temporary theatre spaces. • Resolved technical glitches during performances under tight deadlines. <hr/> <p>Diablo Valley College - 2003</p> <p><u>Volunteer Stage Manager for Steve Sage’s Live Audio Class</u></p> <ul style="list-style-type: none"> • Wrote “Musician’s Guide to Technical Theatre” for the class. • Organized technical set up for live performance segment of the class. <hr/> <p>Mad Science - 2002</p> <p><u>Instructor, Curriculum Designer and Website Maintenance</u></p> <ul style="list-style-type: none"> • Created images that matched franchise design and added sections to the website using raw html. • Taught preschool through middle school students in after school science classes focusing on fun projects • Created materials for movie magic special event including custom sound effects. • Performed school assemblies. <hr/> <p>St. Mary’s College - 1999 - 2000</p> <p><u>General Manager for Gael TV</u></p> <ul style="list-style-type: none"> • Managed the budget. • Oversaw production of shows to ensure they complied with school and FCC regulations. • Handled all public relations. • Instituted a new infrastructure for the management of equipment resources, lab access, and the development of new television productions.
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