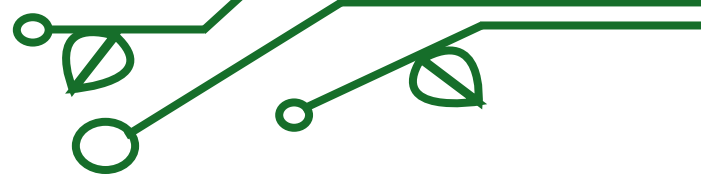


Emily Paulsen



Professional Experience

Freelance Technical Editor and Designer

2017-present

Independent work

Kaysville, UT

- Conducted research to synthesize modern development and perspective into company messages (e.g. alimony law, sign language, beauty history)
- Optimize content with SEO principles to make products more visible to target audiences

WSU Outreach & Communications, Public Relations

2017-2018

Engineering, Applied Sciences & Technology College

Ogden, UT

- Modernized webpages by formatting for multiple devices and accomodating for disabilities
- Redesigned interactive content to be more user friendly using WebUX
- Managed social media webpages to increase viewer traffic and to be more community inclusive (e.g. Facebook, Instagram, and Twitter)
- Designed logo stickers, instructional documents for events and letters to teachers and students
- Hosted & organized events involving students and the general public

Assistant Manager/ Volunteer Technical Writer

2013-2017

Subway Fast Food Restaurant

Salt Lake, UT

- Designed instructional manuals used daily by employees
- Supervised and trained employees
- Managed customer relations and services
- Accounted for money during shift changes

Technical Experience

- Design peronal and professional websites
- Technical Writing and Editing
- Audience / Advertising Research
- Newspaper and Literary Magazine Writing
- Social media content management
- Language Theory and Advanced Grammar Classes
- Creative Writing including poetry and novellas

Education

BS Professional & Technical Writing Major

2014-2018

Weber State University

Ogden, UT

Associate of Science

2012-2013

Brigham Young University, Idaho

Rexburg, ID

Achievements

- 2018 UCC Presidential Award
- Dicesuki Writing Contest Winner
- Magna Cum Laude Honors

Contact

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📧 @EmilyPaulsen2

📷 Emilypaulsen2

Profile

I am a professional technical writer and editor looking for opportunities in technical writing, including web design, programming, research reports, proposals, instructional manuals and public relations on social media platforms. My skills are broad, adaptive, creative and group compatible.

Skills

- Web Design/CSS/HTML/JavaScript
- Technical Writing
- Public Relations/Social Media
- Collaboration and Management
- Editing and Researching

Software

- Twine and MuseScore
- InDesign, Photoshop, Illustrator
- Dreamweaver
- Foundation and WordPress
- RPG Maker
- Excel, Powerpoint, Word

