

Carla Johnson

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A Technical Writer with entry-level experience, specializing in editing, journalism, copywriting, and content development. A proven track record of crafting high-quality technical articles, business proposals, and white papers. Adept at translating complex terminology into accessible language for audiences.

Education

Bachelor of Science (B.S.)
Technical Writing
University of Pittsburgh, Pittsburgh, PA
September 2017 - May 2021

Key Skills

- Technical Writing
- Editing
- Proofreading
- Microsoft Word
- Adobe Suite

Certifications

- Technical Writing Certification Course, Technical Writer HQ, 2021

Professional Experience

Technical Writer
Illuvian Aerospace Corp., Pittsburgh, PA | May 2021 – Present

- Conduct proofreading, technical writing, and editing for the development of user manuals, business proposals, white papers, and reports for an industry-leading aerospace company valued at \$2B
- Perform quality reviews on technical articles, ensure compliance with style guidelines, and propose edits to improve writing clarity and accessibility
- Coordinate with subject matter experts to discuss high-level concepts, enhance content quality, and translate technical terms into accessible language

Academic Experience

Lead Editor
The Pitt News, University of Pittsburgh, Pittsburgh, PA | May 2020 – May 2021

- Wrote, proofread, and edited articles for the school newspaper, which included coordinating with student editors to refine content, identify news stories, and provide coverage on events and developments across campus