

# Your Name

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City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

## Profile

- A highly skilled LaTeX editor and technical communicator who has a doctorate in information and computer science and proven expertise in LaTeX language and programming. Demonstrated experience in managing an array of LaTeX documents, troubleshooting code issues, and collaborating with team members to ensure the highest standard of content quality. Recognized for attention to detail, exemplary time management, and a commitment to clarity and precision in technical communication.

## Education

- Doctor of Philosophy (PhD) in Information and Computer Science | UNIVERSITY OF CALIFORNIA, Irvine, CA | December 2021
- Master of Science (M.S.) in Technical Communication | UNIVERSITY OF WASHINGTON, Seattle, WA | September 2018 – June 2020
- Bachelor of Science (B.S.) in Computer Science | MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA | September 2013 – May 2017

## Certifications

- TeX User Group Certificate, TUG Certificate, issued by TeX User Group, 2023
- Technical Communication Certificate in LaTeX, TCCL, issued by Society for Technical, 2022 Communication
- LaTeX Professional Certification, LPC, issued by Pearson VUE, 2021

## Key Skills

- Collaboration
- LaTeX language
- Programming
- Technical writing
- Troubleshooting

## Professional Experience

### LATEX EDITOR | GOOGLE, MOUNTAIN VIEW, CA | JUNE 2020 - PRESENT

- Independently manage various LaTeX documents, including academic papers, scientific articles, presentations, and theses, while applying deep knowledge of mathematical symbols and complex formulae
- Demonstrate skills at finding solutions by identifying and rectifying layout and code problems efficiently, ensuring every document is properly formatted as per defined styling guides
- Collaborate with authors and team members to clarify content requirements or specific format needs while enhancing academic quality and adhering to strict publishing guidelines

### TECHNICAL COMMUNICATOR | MICROSOFT, REDMOND, WA | MAY 2017 - MAY 2020

- Streamlined technical content for diverse audiences, including clients, internal teams, and industry analysts, improving understanding and accessibility of complex technology concepts
- Collaborated closely with technical teams to translate product specifications into clear, concise, user-focused communication materials such as user guides, product manuals, FAQ pages, and knowledge base articles
- Successfully planned and executed a company-wide communication strategy that resulted in a 20% increase in customer engagement
- Received the Excellence in Communication award