



DEVON PARK

Technical Writer

CONTACT INFORMATION



(919) 555-2034



devon.park@example.com



Raleigh, NC 12345

KEY SKILLS

- Markdown and basic Git
- Confluence, Jira, Zendesk Guide
- Snagit, Loom for screenshots and demos
- Basic HTML and CSS
- Microsoft Style Guide
- Reading Python and SQL well enough to verify examples
- Plain-language editing

ABOUT ME

Early-career technical writer with one year of full-time documentation experience plus a writing internship at a fintech startup. Background in English and computer science coursework, which helps when reading source code to verify what the docs claim. Eager to grow on a team that uses docs-as-code.

PROFESSIONAL EXPERIENCE

Technical Writer I

Harborlight Analytics, Raleigh, NC | 2023 - Present

- Write and update user guides for a business intelligence tool with 1,800 active analyst users.
- Closed out 47 documentation tickets in my first six months, ranging from typo fixes to full-page rewrites.
- Sit in on weekly engineering standups to flag features that need docs before release.
- Helped pilot a new screenshot style guide that the team adopted for all release notes.

Documentation Intern

Penmark Pay, Remote | Summer 2022

- Drafted 14 how-to articles for the merchant help center under the guidance of a senior writer.
- Tested every step in the onboarding flow and filed bugs for three broken links and two outdated screenshots.
- Updated the glossary so terms matched what the product UI actually said.

EDUCATION

B.A. in English, minor in Computer Science, North Carolina State University, 2023