Theodore Griffin

Aspiring Technical Writer

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## Education

### University of North Texas - M.A. Professional and Technical Communication, expected 2025

University of South Carolina - B.A. English, writing concentration, 2023

## Project Experience

### Content Auditor & Analyst January 2024 – February 2024

### Technical Product Company in Denton TX

* Collaborated with and managed classmates to inventory and audit content from several   
  print hardware manuals with related content in Madcap Flare under a nondisclosure   
  agreement for a client
* Defined inventory scope and audit criteria based on company style guide
* Assessed tone, style, formatting, and readability of a selection of content
* Contributed to a spreadsheet to display audit findings and a written report summarizing   
  strengths and opportunities for improvement in client content
* Coordinated project using a Kanban board

### Structural Editor & Copyeditor November 2023 – December 2023

### University of North Texas in Denton TX

* Collaborated with classmates to complete a structural edit and copyedit of the UNT   
  Sponsored Project Handbook, a digital document which provides research faculty and   
  other relevant personnel with guidance about the university’s policies and procedures   
  governing research that is supported by external funding
* Created a style sheet based on the university's style guide and the AP Style Book
* Copyedited 33 pages of content according to the project style sheet
* Contributed structural edit suggestions to a cover letter accompanying the submitted copyedits

## Skills & Tools

Writing and Editing: Microsoft Office, Google Workspace, Grammarly, Madcap Flare

Managing Projects and Teams: Slack, Microsoft Teams, Trello

Graphic Design: HTML, CSS, Adobe Acrobat, InDesign, Illustrator, and Photoshop

Screencasting: Camtasia, OBS

Languages: CEFR C1 German fluency (professional proficiency), Spanish (limited proficiency)

## Work Experience

### Plastic Molding Department Engineering Intern ` June 2019 – August 2019

### Alfmeier Friedrichs & Rath in Greenville, SC

* Designed and implemented part inspection instructions to improve workflow
* Communicated with engineering managers to ensure documents met standards
* Catalogued and classified part defects to update the database