

ALEXA VAN VLIET

TECHNICAL WRITER

PROFILE

Detail-oriented writer with a passion for technology. A quick learner who delights in discovering and experimenting with the newest technologies and applications. Excels in written instruction to simplify user experience and introduce new and updated features, without overwhelming the user.

Highly motivated self-starter dedicated to learning the most effective and current methods for any given task, who does not shy away from looking past given work flows and procedures for potential streamlining opportunities.

Excellent at learning best-practices and up-to-date information on new topics quickly and thoroughly. Endlessly curious, pursues continuous learning.

PROFESSIONAL EXPERIENCE

Technical Writer

UNISYS CORPORATION | MALVERN, PA | 2014 - PRESENT

- Collaborate with other writers and departments (including Engineering, Marketing, and Tools) to create, edit, and update documentation related to products sold by Unisys. Research and supply updates to address customer queries relating to existing documentation
- Communicate with other writers and departments both interpersonally and globally via email, instant messaging, and audio/video conferencing, to develop a technical understanding for the products and produce documentation relevant for the target audience
- Synthesize input from all sources so as to obtain unanimous approval on the documents, ensuring technical accuracy while following documentation standards



8200 Henry Ave Apt. K16
Philadelphia, PA 19128



484.929.9743



alexavanvliet@gmail.com



alexavanvliet.com

EDUCATION

Agile Project Management with Scrum (Continuing Professional Education)

7 hours of Instruction, Lecture, and Discussion (.7 CEUs)
Penn State Great Valley, Malvern PA
March 2016

B.A. English (Writing Concentration) / Web Technology Minor

West Chester University of Pennsylvania
Degree Honors: Magna Cum Laude
Fall 2010 – Graduation May 10, 2014

AWARDS AND PUBLICATIONS

Silver Recognition Award

Making MCP Express Easier to Use
Unisys Corporation, September 2016

[MCP Express Getting Started Videos](#)

Unisys ClearPath YouTube Channel
January 2016

“Take Heart” and “The Canvas”

Daedalus, Issue 40, Spring 2012

ALEXA VAN VLIET

TECHNICAL WRITER

PROFESSIONAL EXPERIENCE

(continued)

Tech Assistant

CHESTER COUNTY CARDIOLOGY OFFICE | WEST CHESTER, PA | 2013 - 2014

- Updated office records by scanning patient charts and accurately organizing and storing them in the system

Intern

ACEER FOUNDATION | WEST CHESTER, PA | 2013

- Maintained and updated the ACEER Foundation's website in a timely fashion following specified guidelines
- Communicated and met with other members of the ACEER Foundation through both interpersonal meetings and through online collaborative methods
- Designed, created, and distributed flyers, postcards, and website imagery for various events organized by the ACEER Foundation

Cashier

KIWI FROZEN YOGURT | WEST CHESTER, PA | 2012

- Handled the cash register, kept meticulously clean environment, greeted customers, handled disgruntled customers
- Prepared, stored, and served frozen yogurt, fruit, candy, and other toppings following high sanitary standards
- Cleaned and maintained frozen yogurt machines in a sanitary fashion, ensuring yogurt was in constant supply

Editor

DAEDALUS LITERARY MAGAZINE | WEST CHESTER, PA | 2011 - 2012

- Discussed and voted on submissions with other editors to determine which were included in the magazine
- Cooperated with other editors to plan magazine layout, cover image, and annual reading event

KEY SKILLS

Adept at finding information, assessing its value, and synthesizing
Excellent command of grammar and mechanics
Superior organizational ability and detail-oriented work ethic
Highly motivated; capable of self-direction or team-collaboration
Eager to learn and utilize new technologies

TECHNICAL SKILLS

PC operating platforms
Microsoft Office (Word, PowerPoint, Excel)
Adobe (Photoshop, Illustrator, Dreamweaver, Contribute)
Video Editing (Camtasia)
Search engine optimization
Social Media platforms (Facebook, Twitter, WordPress, YouTube, Tumblr, Blogger)
HTML/XML; CSS; Some PHP
Content Management Systems (Contenta)