



Brianna M. Velling

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Technical writer experienced in research, refining processes, and creating instructions. Seven years academic experience with document design and editing, generating technical documents, and research facilitation and presentation. Two years of professional technical writing experience. Over ten years of experience with direct customer interaction and creative problem solving. Values human-centered design. Exhibits mental toughness, adaptability, and personability.

Skills

- Copyediting
 - Document design and redesign
 - Instruction design
 - Advanced Microsoft Office knowledge including Word, Outlook, Power Point and Excel
 - Mac and PC Literate
 - Ability to adapt to advanced software (e.g., Adobe, Navision, SAGE100)
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Education

Dixie State University, Saint George, UT

MA Technical Writing and Digital Rhetoric
May 2022

University of Chicago, Graham School

Certificate in Editing
February 2020

Dixie State University, Saint George, UT

BA English; Professional and Technical Writing
May 2019

Awards

Student of the year, 2022 TW& DR Graduate Program

Presentations & Lectures

Invited Lecture (February 25, 2021; Dixie State University)

“Free Online Tools for Tech Writers.”

Public Presentation (April 23, 2019; Dixie State University)

“Non-traditional Students Ignored: The Failure of Dixie State University’s Commercial Videos to Appeal to a Uniquely Complex Student Group.”

Employment Experience

Dixie State University; Technical Writing & Digital Rhetoric Graduate Program

Intern for TW&DR Tech Writing Lab (December 2021–May 2022)

Establishing the Tech Writing lab, cataloging equipment, creating and redesigning technical forms.

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Technical Writer / Contractor (August 2020–Present)

Creating and redesigning technical documents, content creation, editing.

Self-Employed

Freelance Copy Editor (August 2018–Present)

Basic copyediting (digital and hand marks); single and multiple page documents.

Red Mountain Resort; Ivins, UT (January 2014–June 2019)

As an Accounting Clerk I assisted with creating several sets of instructions for various procedures in the department, including a complicated and meticulous daily resort revenue balancing process.

Össur; Foothill Ranch, CA (October 2010–2013)

As Returns and Repairs Specialist I created a SharePoint portal for managing all returns and repairs.