

J e s s i c a

v e g a

T e c h n i c a l W r i t e r

C O N T A C T



(954) 296 – 5310



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www.jesslvega.com


Weston, FL

A C C R E D I T A T I O N S

Yellow Belt Lean Six Sigma
July 31, 2019

Certificate of Technical Writing
December 2020

E D U C A T I O N

Master of Arts | 2020
Major in English
Southern New Hampshire
University

Bachelor of Arts | 2012
Major in English, Minor in Mass
Communication and Religion
University of Florida

Associates Degree | 2010
Florida International University

P R O F I L E

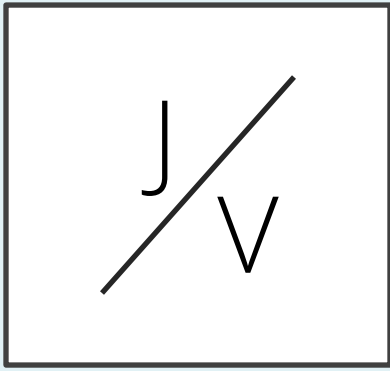
Highly analytical and professional, with a deep passion for proofing, editing, and technical writing. Possesses over six years' experience in coordinating with subject-matter experts to produce effective deliverables and in creating training and technical documentation for user application. Skilled in the use of the following computer applications:

- Microsoft Office
- Basic HTML coding
- Salesforce
- Adobe Acrobat
- Basic CSS / Bootstrap
- SAP
- Scratch
- Basic JavaScript
- Email management

E X P E R I E N C E

Senior Project Coordinator / Taylor and Francis / January 3, 2017-Present

- Create and proof technical documentation and instructions for the end-user on how to navigate internal software and systems
- Coordinate with other departments in testing and reporting bugs for new internal software implementations
- Correspond with editors of other publication groups concerning new processes, and technological assistance
- Supervise and train new hires; including, but not limited to, teaching about publishing procedures, and internal software systems
- Draft contracts and proposals for perspective books including terms for royalties, translation publishing rights, addendums, etc.
- Create and proof the back-cover copy and designing the cover in order to produce an effective product
- Proof the web copy to make sure content is grammatically correct and marketable
- Assemble key words and phrases for web marketability
- Improve search engine optimization for Amazon, Google, and the CRC/Routledge Press website




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Technical Writer

CONTACT

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 Weston, FL

ACADEMIC HONORS AND SOCITIES

- University of Florida |
Graduated Cum Laude 2012
- Florida International
University | Dean's List Fall
2009, Spring 2010, Fall 2010
- Delta Epsilon Iota (Academic
Honor Society)
- Golden Key Honor Society
- Sigma Tau Delta (English
Honor Society)
- Phi Kappa Phi
- English Society

ADDITIONAL EXPERIENCE

Project Coordinator / Taylor and Francis / May 8, 2014-January 3, 2017

- Reviewed submitted manuscripts from subject-matter experts in numerous fields including biological sciences, medicine, chemistry, engineering, IT security, software development, and more
- Assessed submitted manuscripts in a timely manner to make sure that they were production-ready
- Communicated with authors, editors, and contributors regarding manuscript due dates and any copyright or tax queries they may have
- Provided data management for internal systems, including updating book project documentation and author contact information

Editorial Intern / Sports Media 101 / May 30-August 31, 2013

- Wrote weekly articles for the Sports Media 101 website
- Edited and fact-checked articles on the Sports Media 101 website
- Researched to make sure articles were not plagiarized

Volunteer Librarian / Weston Library / May 2010- December 2010

- Assisted with the restoration of book covers and damaged pages
- Organized and categorized books

Game Advisor / GameStop / September 2013- May 2014

- Conducted data and product management
- Provided customer service

OTHER SKILLS

- Basic Spanish
- Leadership
- Problem- solving
- Organization
- Basic Morse Code
- Teamwork
- Creativity and Adaptability
- Time Management