

SENIOR WRITER & EDITOR

Technical Writing & Editing | Data Analysis & Reporting | Internal & External Communications

An established writer and editor with proven experience analyzing, reviewing, writing, and delivering technical communications to broad audiences, both internally and externally. Expert in disseminating technical information, including relaying to both technical and non-technical stakeholders. Adds value to an organization through a strong ability to partner cross-functionally with multiple departments and business units throughout the US and worldwide.

Core Professional Strengths

- ❑ Technical Writing & Editing
- ❑ Research & Due Diligence
- ❑ Project Management & Leadership
- ❑ Internal & External Communications
- ❑ Issue Identification & Resolution
- ❑ Cross-Functional Collaboration
- ❑ Team Leadership & Management
- ❑ Senior & Executive-Level Reporting
- ❑ Deadline-Driven Focus
- ❑ Global Business Acumen

PROFESSIONAL EXPERIENCE

EDITOR | Fitch Ratings

2013 – Present

Lead efforts to research, develop, and produce reports on the economic status of various sovereigns and municipalities worldwide. Create a competitive advantage by tapping into a strong technical writing skillset, as well as a background in political economy and international relations.

Technical Writing and Technical Communications

- Manage highly sensitive financial information and technical data; represent analyst findings in a quickly evolving market, maintaining flexibility for last-minute changes prior to report publication.
- Leverage a strong ability to learn new technologies and communicate best practices to a wide range of internal and external audiences and stakeholder groups; internal Subject Matter Expert (SME) on resolving software and technical issues.
- Positioned the department to be more interactive on the Web by pursuing outside training in anticipation of the adoption of programs such as Quark; currently learning front-end development and blockchain programming.
- Served as the department SME on the Ratings Navigator tool; go-to expert on functionality, issue resolution, and providing recommendations pre- and post-deployment.

Editing Team Leadership and Operations Management

- Ensure 100% compliance to all internal guidelines and best practices, as well as reconciling data and textual inconsistencies to meet SEC regulations.
- Supported the review of templates and programs for functionality and Rating Navigators, as well as composing training material to clarify protocol and teach team members.
- Act as a liaison between New York and Latin American offices, providing coaching to help native Spanish speakers better prepare content in English, with a focus on syntax, spelling, and grammar.
- Improved performance at the individual, team, and department level by providing hands-on coaching, training, mentoring, and development to two different Editors on how to publish certain reports and use the CMS.
- Documented substantial changes to quarterly and index reports, using Adobe InDesign to shape interactive manuals that broke down new formats into easy-to-understand chunks.

EDITORIAL ASSISTANT | The Froebe Group

2010 – 2015

Reviewed, scrutinized, and fact-checked drafts of legal textbooks with the goal of ensuring complete accuracy of information, as well as incorporation of all corrections, edits, and revisions.

- Worked directly with both customers and freelancers to resolve technical issues with publishing, and updated company technology systems to resolve connectivity issues.
- Performed a wide range of proofreading and administrative functions for the growing legal publishing firm, including preparing proofs for publication, as well as coordinating network capabilities of freelancers.

Editorial Assistant at The Froebe Group, Continued...

- Led the company's efforts to price network capabilities, computer equipment, and technical resources to improve internet service in the New York office.
- Filled critical or unexpected gaps in the editing and proofreading process, including completing indices for three separate titles.
- Combined, consolidated, and incorporated edits from multiple copyeditors and proofreaders into a single, coherent version considered to be the "Master" file for the typesetter.
- Created a new system and process to better organize current work assignments, as well as expenses, technical questions, and technical writing.

ADMINISTRATIVE ASSISTANT | FK Partners

2006 – 2009

Integrated technology, administrative, and writing operations by formulating databases to reconcile redundancies on investor information, resolving office-wide technology issues on network and office systems, and examining accounting terminology to enhance support capabilities.

- Recognized as the in-house technical resource for the office, as well as for resolving issues regarding office processes, procedures, and best practices.
- Saved considerable time and resources by ensuring all internal stakeholders had access to information; participated on multiple technical projects and programs.
- Took the lead in reviewing thousands of datapoints of investor information, continually working to decrease redundancies in data, and increase accuracy throughout the database.

FREELANCE EXPERIENCE**EDITOR & COPYWRITER** | Multiple Companies

2012 – 2019

- Created written materials as a Copywriter for Baxter/Lawley in The Hague, Netherlands, basing materials on primary documents for clients in the financial, medical, and legal fields.
- Reviewed educational websites for Learning Express to identify functionality issues, examine textual components, and run tests to review product functionality.
- Reviewed and edited as many as 2-3 long-form essays per week for Nurisco, with areas of expertise ranging from technical to humanities and social sciences.

VOLUNTEER ENGAGEMENTS

Interpreter, NYU, Bellevue Program for Survivors of Torture
Editor & Senior Translator, Watching America

EDUCATION & PROFESSIONAL DEVELOPMENT

UNIVERSITY OF CHICAGO
Master of Arts (MA) in International Relations

GOUCHER COLLEGE
Bachelor of Arts (BA) in English, Minors in Anthropology and French

Front-End Web Development | CUNY School of Professional Development

Tableau Software Training | Edureka!

Blockchain Technology & Programming | Edureka!

DELTA | Level B2

Mandarin Chinese | Duolingo and Skritter

Writing APIs | Udemy (In Progress)

Society of Technical Communications | Member

Toastmaster's International | Member