KATIE MARQUELING

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Certified technical communicator with knowledge in version control, data formats, and markup languages.

EDUCATION

Masters of Science in Technology, Technical Communication Concentration | Expected May 2025
Indiana University–Purdue University Indianapolis

TechComm Fundamentals Bootcamp | March 2023—May 2023
Society for Technical Communication

Bachelor of Arts in Political Science and Intelligence Studies | August 2018—May 2022
Northern Arizona University
3.65 GPA (Dean's List), German Club

CERTIFICATIONS

Certified Professional Technical Communicator | February 2023
Society for Technical Communication

Google SEO Fundamentals | March 2023
University of California, Davis

EXPERIENCE

Technical Writer | Akkodis (Contractor for Baxter International) | July 2023—Present
- Write and edit technical documents in compliance with quality system and regulatory requirements.
- Research procedures, interview SMEs, and determine documentation requirements.
- Publish final documents in various formats (DITA, Adobe FrameMaker, Word).

Treasurer | Society for Technical Communication Atlanta | July 2023—Present
- Create and maintain chapter budget, manage financial accounts, record expenditures and income.
- Provide financial updates during council meetings and submit reports to the society.
- Ensure compliance with GAAP procedures, legal requirements, and file necessary tax forms.

Journalist | Cabbagetown Neighbor | February 2023—Present
- Conduct research and interviews to gather insights and quotes for news coverage.
- Write 600-word monthly editorial articles on local news and events.

IT Support Analyst | Northern Arizona University | March 2019—March 2021
- Provided technical assistance to faculty and students, supporting learning management systems, on-campus technology, and remote applications.
- Conducted OS upgrades, installations, performance evaluations, troubleshooting, and maintenance.
- Authored technical documentation for learning management system solutions.
- Assisted in the development and delivery of training programs for faculty and staff on software applications and technology tools.

FAMILIAR TECHNOLOGIES

Acrobat Pro	GitHub	SEO	YAML
Blackboard Learn	HTML and CSS	SDLC	VS Code
Canvas	JSON	Windows Operating	Basic API knowledge
FrameMaker	Markdown	System	Basic CI/CD knowledge
Git	Microsoft Office Suite	WordPress	Basic Cloud knowledge