

# Jasmine Jones

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## Objective

Multi-talented writer well-versed in writing and editing a wide range of content and environments, including healthcare, engineering, and creative. Seeking a challenging position to leverage my diverse skill set and deliver clear, engaging, and accurate content for complex technical concepts. As an enthusiastic learner, I thrive under pressure and consistently pursue excellence in all my endeavors, actively seeking to make a positive impact on the lives of those around me.

## Experience

### **Social Media Coordinator, *Freelance***

**March 2019 – Present**

- Assist in development of social media content
- Develop, organize, plan, review and revise content before publication
- Lead creative team in all efforts related to branding, marketing, and social media content

### **Technical Writer, *Remington Medical, Inc.***

**June 2022 – May 2023**

- Support engineering team producing, updating and editing technical documents for products manufactured.
- Implemented a Sample Retention program to help promote GDP (good documentation practice) and GMP (good manufacturing practice) in accordance with the FDA guidelines.
- Created an Overview Flow Chart of how program should operate within the medical-engineering industry.
- Collaborated with the engineering team, project managers, product managers, and stakeholders daily
- Managed technical writing for CSS, HTML, SQL, PHP, and JavaScript.
- Created and enhanced: Work instructions, Engineer documentation, User Manuals, Reports, SOP's, PQ's, PM's, OQ's, etc.

### **Freelance Scriptwriter, *Stage 32***

**March 2022 – December 2022**

- Pitch ideas, revise scripts, and provide constructive criticism as an industry script reader

## Education

### **Master of Arts in Professional Writing, *Kennesaw State University***

Two years of Technical Writing experience for client(s) through the university

### **Bachelor of Arts in English, *Kennesaw State University***

One and a half years of Technical Writing experience for a client through the university

### **Associate of Arts in Science, *Abraham Baldwin Agricultural College***

## Skills

Keen attention to Detail

Collaboration

Proofreading & Editing

Quick and Efficient Writer

LucidChart

Audience Identification

Engineer Drawings

Microsoft Office Pro

Adobe InDesign