

Cover Letter:

AMANDA DE JESÚS

Dear Hiring Manager,

When it comes to a life mantra, I fully subscribe to Asimov's "I write for the same reason I breathe – because if I didn't, I would die." I truly love what I do and value the effort and attention it takes to perfectly communicate to any given audience on a variety of platforms. I am a highly detail-oriented writing professional with 5 years of professional experience in content creation/editing within highly regulated settings. Finding the beauty in balancing creativity and client specifications is what I do best. Proven strengths include marketing/social media strategy, technical content management, and documentation/content quality control. I'm able to leverage my background in web content creation to cater to customer-facing objectives regarding marketing and brand identity. I'm also experienced working with SMEs to gather information to accurately communicate complex concepts and ideas for documentation meant for both technical and nontechnical audiences. My writing and language skills are backed by a Master's in English.

I thrive in fast-paced environments due to my competitive and personable nature. I have experience leading teams of content creators in remote and in-person settings. I strive to maintain a reputation of overdelivering, consistently completing projects ahead of schedule, and upholding the highest quality in all deliverables. I'm well-versed in managing my time effectively, prioritizing and organizing assignments, and working independently or collaboratively. I would be thrilled for an opportunity to further discuss why I believe I would be the perfect addition to your team. I look forward to hearing from you.

Sincerely,

Amanda DeJesús

(913) 961 – 8991
amandanoeldejesus@gmail.com
Kansas City, MO



AMANDA DE JESÚS

Talented **Technical Writer/Editor, MA in English**, with 5 years' experience consistently crafting clear, concise documentation with a dedication to accuracy, clarity, and adherence to client requirements in highly regulated environments. Core strengths include **document development, editing, formatting, management, and analysis**. Proven editing expertise with experience managing documentation quality for a team of technical writers. Additional skills in **graphic design, social media marketing, branding, website management, and content strategy**. Possesses expert knowledge of the entire **MS Office Suite** (Word, Excel, PowerPoint, Outlook).

Awards

- Poetry Featured in *2019 Best of the Net Anthology*
- Residency: Martha's Vineyard Institute of Creative Writing
- Winner of Helen & Emily Nguyen Creative Writing Award
- First Runner-Up in David Baker Poetry Awards

EXPERIENCE

Lead Writer/Editor – Dept. Head | PGS Worldwide | 2018 - Present

Please do not contact this employer as I seek new opportunities. References will be furnished upon request; thank you.

Cultivates accurate and clear technical documentation, marketing/branding content, and talent acquisition initiatives in support of Aerospace industry clients. Manages company website via WordPress. Manages company LinkedIn page and additional accounts for teams of recruiters. Cultivates brand voice using engaging copy on multiple platforms. Creates company typography, marketing materials, and training presentations. Directs and executes corporate content marketing activities. Writes and edits documentation for both technical and nontechnical audiences. Ensures each document meets quality standards, is grammatically sound, and conforms with company style guide. Creates and modifies templates and style guides. Manages large documentation repository and maintains all meeting minutes and briefings. Collaborates with other teams and SMEs to detail technical project work in verticals such as Software Development, Agile Transformation, Mechanical Engineering, Electrical Engineering, and Aerospace Engineering. Trains, manages, mentors, and leads a team of 4 technical writers. Routinely works in ATS (Bullhorn), Microsoft Office Suite (Word, Excel, PowerPoint), and Adobe Creative Cloud (Photoshop, Illustrator, InDesign).

Assistant Editor | Pleiades Press | 2016 - 2018

Managed cultivation and design of literary magazine including both poetry and prose. Wrote press releases and managed social media pages for Pleiades. Communicated with visiting writers and other external sources regularly with a high level of professionalism and tact. Reviewed submissions to literary magazine and made executive decisions about material to be included in next edition. Gained experience in grant writing. Performed administrative duties and document control.

Education

Master of Arts in English | University of Missouri - Kansas City

Bachelor of Arts in English | University of Central Missouri

THANK YOU FOR YOUR TIME & CONSIDERATION