

# Rebecca E. Tuck

## TECHNICAL COMMUNICATOR

As a graduate of Kennesaw State University with a Bachelor of Science degree in Technical Communication, I'm equipped with the tools needed to produce concise and effective technical documentation. As a technical writer and editor, I use writing, instruction, visuals, and multimedia to turn complex, technical concepts into something everyone can understand. I'm highly motivated and thrive in a fast-paced environment, pay great attention to detail, and welcome new challenges.

### EDUCATION

2017

**BACHELOR OF SCIENCE (B.S.), TECHNICAL COMMUNICATION**  
CONCENTRATION IN DATA ANALYSIS & PRESENTATION

### EMPLOYMENT

2016 - present

**SR. ADMINISTRATIVE ASSISTANT** – Fresenius Kidney Care

- + Provide administrative support to the Associate Chief Medical Officer and the Vice and Functional Vice Presidents of Strategic Clinical and Operational Initiatives

2015 - 2016

**ADMINISTRATIVE ASSOCIATE II** – Kennesaw State University

- + Managed the Enrollment Services Welcome Center
- + Hired, trained, and supervised 10 team members

2007 - 2015

**ADMINISTRATIVE ASSISTANT** – Southern Polytechnic State University

- + Managed the Welcome Center for Admissions and Recruitment

### SOFTWARE AND SKILLS

Adobe InDesign  
Adobe Illustrator  
Adobe Photoshop  
Adobe Captivate  
Articulate

Camtasia  
Google Analytics  
Google Trends  
Microsoft Office  
SharePoint

Content management  
Document design  
Instructional design  
Technical training  
Technical writing and editing

### AWARDS

**Outstanding CHSS Student Award**, Technical Communication and Interactive Design, College of Humanities and Social Sciences, Kennesaw State University, 2017

PROFESSIONAL  
ORGANIZATIONS

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**Society of Women Leaders**, Kennesaw State University, 2016-present  
**Society for Technical Communication**, present

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COMMUNITY  
INVOLVEMENT

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**Volunteer, FIRST Robotics Competition**, 2014-present

*References and college transcripts available upon request.*