

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

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

COMMUNITY
INVOLVEMENT

Volunteer, FIRST Robotics Competition, 2014-present

References and college transcripts available upon request.