

Lindsey Riley

An energetic and attentive fourth-year student graduating in May 2024 at the Mercer University School of Engineering, majoring in Technical Communication and minoring in Business Administration.

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EXPERIENCE

thyssenkrupp Materials, Acworth, GA — Technical Writing Intern

June 2022-Present

- Created QMS SharePoint page and managed and uploaded relevant documents.
- Wrote work instructions using proper formatting procedures.
- Used software such as Articulate 360 and iMovie to create training content.

Marietta Country Club, Marietta, GA — Tennis Coach

August 2018-May 2020

- Combined tennis and business skills to provide private and group lessons for members.

EDUCATION

Mercer University, Macon, GA — Undergraduate Degree

August 2020-May 2024

Majoring in Technical Communication with a minor in Business Administration.

The Walker School, Marietta, GA — High School Diploma

May 2017-August 2020

PROJECTS

Pitbull Animal Welfare Research — Special Topics Study

- Combined a passion for pitbull welfare with proposal writing and instructional design skills to provide education and awareness.

ADA & UX Research — Special Topics Study

- Worked on ADA & UX Think-aloud protocol and codebook.

SKILLS

Technical Writing/Editing

Public Speaking

Microsoft Office Suite

Adobe InDesign, Acrobat Reader, Photoshop

Google Analytics Certified

Articulate 360

Organizations

Chi Omega

November 2020-May 2024
Pi Chi, 2022-2023

Helped potential new members through the recruitment process in a leadership capacity.

Society for Technical Communication (STC)

President, 2023-2024
Vice President, 2022-2023

Led the chapter in meetings, worked with the Mercer Student Government Association to establish funding, and organized events and fundraising.