

SUZANNE M WEIBLER

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I'm a Tech/UX Writer, and a Jane of all trades. I've written training docs for Expedia, SharePoint site/documentation for Microsoft, text for the web, and documents for developers at BECU. I've written from scratch, converted technical specs to simple bullet points, and found that one perfect word to make an app sell.

It's not about the words, it's about who is going to read them.

SKILLS PROFILE

- MS Office
- Google Tools
- SharePoint
- MS Teams
- Wix
- Publisher
- InVision
- Axure
- Visio
- Sketch

PROFESSIONAL EXPERIENCE

Web Designer/Shop Intern

APQS NW (May 2021 - Current)

- Designed & Constructed website layout and navigation.
- Developed site style guide.
- Wrote and Edited text content.

Technical Writer

BECU (August 2019 - December 2019)

- Wrote proposals, instructional documents in multiple formats, Powerpoint presentations.
- Created visual Win 10 guide in Publisher, developed process workflows in Visio.
- Updated SharePoint database: restructured, removed duplicates, updated or wrote new documents.
- Wrote or edited articles or documentation for other departments as needed.

Technical Writer

Microsoft (July 2018 - December 2018)

- Project goal: To convert OneNote document dump file into updated process documentation.
- Turned outdated documentation into a 3-tiered system: full document, numbered checklist, & Visio workflow.
- Developed Style Guide for department.
- Created a new SharePoint site and linked to the Teams site.

UX/Website Designer - Volunteer

G. Village Health (April 2017- March 2019)

- Researched users, performed comparative/functionality analysis on other non-profit websites.
- Created sketches, sitemaps, and designed new streamlined appearance.
- Edited and re-wrote all content to meet the goals of restructuring the website to donors and volunteers.

UX Copywriter/Editor

Tectonic Audio (2013-2014)

- Turned manual for audio engineers into website text easily understandable to all customers.
- Re-Designed website after interviews with proposed clients and research of competitive products.

EDUCATION

User Experience Design Certificate.....**General Assembly** 2016
Technical Writing Certificate.....**Bellevue College** 2010
History & Political Science B.A. Degree.....**Seattle University** 1989