





Profile

Technical writer, librarian, designer, editor.

Organisation freak, grammar lover, communications guru, bibliophile.

Relevant experience

- End-to-end experience writing technical documentation and tool user guides.
 - Experience building and maintaining knowledge management systems.
 - Extensive editing, design and pagination experience.
- Volunteer work with Irish Photo Archive and Irish Hospice Foundation.
 - Basic SQL, HTML and CSS proficiency.
- Proficiency in software including Adobe Creative Suite, G Suite, Microsoft Office, GitHub, Sierra LMS, DSpace, Wordpress CMS, AWS EC2.

Education

UNIVERSITY COLLEGE DUBLIN Master of Library and Information Studies Aug. 2015-Aug. 2016; GPA 4.12

UNIVERSITY OF WYOMING Bachelor of Arts in Journalism Bachelor of Arts in Women's Studies Aug. 2005-May 2009 GPA 3.9, Graduated Magna Cum Laude

References

ANGELA CULBERT Taxonomy Manager, Amazon angelcul@amazon.com

LAURA ROONEY-FERRIS

TERRI LESLEY

Information & Library Manager, Irish Hospice Foundation +353 1 6755975 • laura.rooneyferris@hospicefoundation.ie

> Director, Campbell County Public Library +1 307-687-0009 • tll71@ccgov.net

JANE BURNS Research Officer, RCSI +353 085-1285007 • j.burns@ucd.ie

Work History

AMAZON

Technical Writer

- May 2021-present; Dublin, Ireland
 Writing and editing team documentation,
- user guides and Amazon narratives
- Providing site-wide writing training in Dublin

AMAZON

Browse Developer & Taxonomist January 2017-May 2021; Dublin, Ireland

- Building and maintaining retail taxonomies
- Writing and testing complex Boolean queries

IRISH TRADITIONAL MUSIC ARCHIVE Cataloguer

September 2016-December 2017; Dublin, Ireland

- Cataloguing of print materials
- Creation of metadata policy

IRISH HOSPICE FOUNDATION Information and Web Content Assistant July 2016-October 2016; Dublin, Ireland

• Web editing; planning & creation of LibGuide

UNIVERSITY COLLEGE DUBLIN Teaching Assistant

January 2015-July 2016; Dublin, Ireland

• Grading materials for first-level modules

UCD JAMES JOYCE LIBRARY

Shelver / Student Library Assistant October 2015-May 2016; Dublin, Ireland

Reshelving materials

CAMPBELL COUNTY PUBLIC LIBRARY

Substitute Librarian March 2011-Sept. 2011; Feb. 2015-Aug. 2015; Gillette, WY

Cataloguing and collection development

VIRGIN ISLANDS DAILY NEWS

Front Page Designer / Copy Editor July 2013-Jan. 2015; St. Thomas, USVI

• Designing and editing all content for publication

THE FORUM OF FARGO-MOORHEAD Designer / Copy Editor

Feb. 2012-July 2013; Fargo, ND

· Designing features and front-end pages

BISMARCK TRIBUNE

Page Designer / Copy Editor

Sept. 2011-Feb. 2012; Bismarck, ND

· Designing and editing pages

UWYO STUDENT MEDIA

Editor-in-chief, The Branding Iron Aug. 2008-May 2009; Laramie, WY

- Providing newsroom leadership and direction
- Designing and editing pages

CCSD STAFF DEVELOPMENT Assistant Electronics Technician May 2000-Sept. 2011 (seasonal); Gillette, WY

Installing hardware and software