

Nicole D. White

(301) 785-3473 | nicolewhite1@gmail.com | Lanham, MD

EDUCATION

University of Pittsburgh
Bachelor of Arts in Communication & Rhetoric, Minor in Political Science
Cumulative GPA: 3.75

Pittsburgh, PA
May 2022

WORK EXPERIENCE

Romeo Solutions

Technical Writer

Washington, D.C (Remote)

March 2022 – Present

- Coordinates the creation and updating of internal software development bases, user manuals, and online assistance programs for applications such as HubSpot, Slack, etc.
- Conducts interviews and research with industry thought leaders to obtain information on subject matter and ensure technical accuracy within internal databases.
- Writes, edits, and proofreads departmental technical documents to ensure consistency and clarity standards are met throughout the organization.
- Develops a style measuring guide for the organization which serves to reduce inconsistencies, improve document quality, and institute cross-channel collaborations.
- Works closely within a small technical team as the liaison for implementing project management strategies and coordinating internal deadlines.

The “White” Pages, Inc.

Freelance Writer

Prince George’s County, MD

April 2020 – Present

- Creates, coordinates, and collaborates on the development of external content for small businesses, start-ups, and some not-for-profit organizations.
- Conducts thorough research of trends for later analysis and implementation of content strategies on an array of academic levels.
- Facilitates the creation and editing of technical documents, proposals, or presentations which are then used by clientele as a working portfolio of internal deliverables.
- Manages and develops specific style guides, templates, and other industry documents which are used to meet community standards and maintain consistency across platforms.

INVOLVEMENT

Oral & Written Communication Lab

Head Intern

Pittsburgh, PA

January 2019 – May 2022

- Scheduled, coordinated, and maintained internal and external calendars functions for the organization in order to promote seamless transitions in workflow.
- Assisted the university’s community with the development of their grammar selections, syntax, organizational development, and general style.
- Conducted one-to-one consultations, writing workshops, and peer critiques to address student needs and improve the effectiveness of the Lab.

Department of Communication & Rhetoric

Thesis Writer

2022

Pittsburgh, PA

November 2021 – May

- Proposed advancement of a subjugated group through academically critiqued and rhetorically sound arguments to create dialogue on a historical and continuing event.
- Self-managed a developing comprehensive document, which detailed specific ramifications of “the duality of Black language” alongside the commentary of PhD recipients.

SKILLS & TOOLS

- Copyediting
- Strategic Planning
- Style Development &
- HubSpot
- Adobe Creative Suite

- Data Analysis
- Technical Writing
- Guidance (AP, Chicago, MLA)
- Microsoft OS
- Canva/WordPress