

Danielle German
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SUMMARY

Discerning, dynamic, and focused individual with excellent communication skills. Enjoys problem solving, working in teams, and learning new and innovative concepts. Rises to the challenges of deadlines and fast-paced environments. Seeking an opportunity where technical writing and editing skills and design aesthetics are essential.

WRITING AND EDITING EXPERIENCE

Crestron Electronics, Inc. – Tech Pubs Dept.

Rockleigh, NJ

Administrator/Junior Technical Writer

- Supports Technical Writers in obtaining information vital to document revisions
- Revises documents and manuals according to Engineering Change Notices and Marketing updates
- Writes Standard Operating Procedures
- Works with department to make decisions relating to the Style Guide, SOPs, and department policies
- Fast-paced environment

January 2014 - Present

Panasonic North America – Industrial Automation Division

Newark, NJ

Technical Writer

- Wrote Product Releases for new industrial controls and sensors
- Composed White Papers on ionizers, eddy current type displacement sensors, and laser triangulation sensors
- Authored How-to guide on choosing a Panasonic Safety Light Curtain
- Edited product Catalogs and New Product Information guides

September 2013 - December 2013

New Jersey Institute of Technology

Newark, NJ

Master of Science

Professional and Technical Communication

September 2012 - May 2014 (expected)

Graduate Certificate

Professional and Technical Communications Essentials

August 2013 – GPA 4.0

The Pennsylvania State University

University Park, PA

Bachelor of Arts

English with a concentration in Creative Writing

May 2010 – GPA 3.0

Problem Child Literary Magazine

University Park, PA

Co-Editor

- Designed and created layout using InDesign for two creative writing magazine publications
- Pitched magazine to University to secure financial backing
- Met publication deadlines for two magazines

September 2007 - December 2009

SKILLS IN WRITING AND EDITING

- Advanced knowledge of Microsoft Word, PowerPoint, Publisher, Visio, Excel
- Comprehensive research and writing of theory and term papers
- Expert editing skills and familiarity with *The Chicago Manual of Style* and the *MLA Handbook*
- Creating a Quick Reference Guide
- Composing a Heuristic Evaluation based on Nielsen's 10 Usability Heuristics
- Authoring and orating podcasts using Camtasia Relay and Adobe Captivate
- Aesthetic activities such as photography and logo design
- Producing help content in Adobe RoboHelp
- Constructing Content Management Systems in Adobe FrameMaker
- Grant Proposal writing
- Writing HTML code and creating CSS
- Designing a website

EMERGENCY MEDICAL TECHNICIAN EXPERIENCE

Pulse Medical Transportation

West Paterson, NJ

Emergency Medical Technician

- Provided patient care, written reports, and kept deadlines for nursing homes, rehabilitation centers, hospitals, and dialysis patients
- Wrote and submitted patient documentation
- Treated patients in emergency situations including CPR, stroke, hip fracture, trauma
- Worked in tandem with Doctors, Nurses and Paramedics to provide patient care

May 2007 - October 2011

The Arc of Centre County

State College, PA

Sleep Aid

- Worked with mentally disabled individuals by providing care and support to meet needs
- Enhanced knowledge and skills with training, such as how to defend oneself against aggressive patients without hurting him or her
- Was on-call to assist nighttime staff during emergency situations

January 2008 - April 2010

Bergen County Technical Schools

Paramus, NJ

Emergency Medical Technician – Basic Certification

June 2006