




# MONICA JURGELEIT

 Eportfolio:  
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## QUALIFICATIONS SUMMARY

Experienced editor and writer with planning and organizational skills that balances work, team support, and other responsibilities in a timely, professional manner.

**JOB OBJECTIVE:** Technical Editor/Writer for a quality-oriented company.

## SKILLS

- Prepares, reviews, and revises technical documents
- Writes technical copy for various types of documents
- Posts and edits content for websites
- Ability to manage multiple projects concurrently
- Excellent written and verbal communication skills
- Superior organizational skills and attention to detail
- Strong typing and computer skills

## EDUCATION

**Bachelor of Biochemistry/Technical Writing Minor**

MAY 2021 **University Of Colorado At Colorado Springs**  
**Associates of Science** | 2018 **Pikes Peak Community College**

## EXPERIENCE

**Website Editor** | SJ's Usability Services (Independent Contractor)

FEBRUARY 2021 – PRESENT

- Worked with team on large projects delivering on time and exceeding customer expectations
- Organized data and information to clarify information
- Revised and edited documents to aid understanding
- Researched information to ensure accuracy of data
- Designed and edited website content to improve usability

References available upon request.