# Sue Brownstein

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OBJECTIVE: To translate complex information and compose precise and engaging technical documentation for a variety of target audiences.

EDUCATION:

**BS English**, *Penn State University,* York, PA. 2001-2005.

EXPERIENCE:

**Technical Writer/ Editor**, *Kharman Services,* Finksburg, MD. 2010- 2012.

* Composed comprehensive content for a variety of clients.
* Developed a variety of technical documents and materials for multiple target audiences.
* Authored business and legal documents, proposals, and RFP's.
* Published online content and provided marketing copy.
* Documented life-cycle stages of development for programmers and IT professionals.
* Created brochures, manuals, handbooks, and other in-print materials.
* Proofread and edited preexisting documentation for grammar and readability.
* Met with industry experts to ensure accuracy and precision.

**English Teacher,** *Baltimore City Schools,* Baltimore, MD. 2006-2010.

* Instructed high school students in a high needs environment.
* Taught 11th and 12th grade English and Journalism.
* Taught high school Spanish.
* Developed curriculum and created engaging and effective lesson plans.
* Differentiated lessons for a multitude of learners.
* Acted as literacy representative in order to increase student comprehension and overall literacy across content areas.
* Composed grant letters and proposal documents to garner student funding.
* Developed and created user guides and "how to" materials for teachers and staff learning to use smart boards, data bases, and software programs.

**Technical Writer/ Editor,** *Baltimore Orthopedics and Rehabilitation,* Baltimore, MD. 2002-2006.

* Worked with CEO to facilitate company start-up.
* Fostered working relationships with potential partners and clients.
* Developed and composed all written content including business and legal documents, medical and insurance documents, marketing and online content, employee handbooks, manuals, patient brochures, and forms.
* Created an online presence to establish wider client base and develop marketing strategies.

RELATED SKILLS:

* Proficient use of Office Suite and SharePoint.
* Firm grasp of technical processes and procedures.
* Succinct verbal and written communication skills.
* Superior knowledge of grammar, structure, and syntax.
* Experienced use of multiple citation formats.

REFERENCES:

* Dana Hunter: Academic Chair, *Blue Cliff College,* (504) 610-1432, DanaH@bluecliffcollege.com
* Yinka Adepoju: CEO, *Baltimore Rehab and Orthopedics,* (410) 889-0727, Yinka.Adepoju@baltrehab.com
* Jenneatte Pessaro: Administrator/ Technology Instructor, *Baltimore Liberation and Diploma Plus High School,* (410) 916-3038, JPessaro@bcps.com.