## **Morgan Fisher**

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## **Professional Profile**

Qualified and experienced Technical Writer with expertise in product and instruction manuals. Highly organised, precise and logical, I am confident and capable in researching technologies and disseminating a range of product and process information with clarity and concision. I am seeking a full-time role where I can utilise and further develop my skills.

## **Education**

[Graduate Certificate of Communication](http://www.careerfaqs.com.au/courses/communications/graduate-certificate-of-communication/)

Online

Griffith University
Completed: 2008

[Bachelor of Liberal Studies](http://www.careerfaqs.com.au/courses/arts/bachelor-of-liberal-studies/)

Online

Griffith University
Graduated: 2007

## **Employment History**

November 2009 – Present:
Technical Writer, Bausch Appliances

Lynnewood, NSW

Responsibilities:

* Create written content for user manuals, catalogues, product updates, process documentation, training packages and safety data
* Supply documentation for all projects in a timely and efficient manner
* Liaise with publishing manager, engineers, designers, manufacturing and retail staff
* Contribute to documentation and process improvement

**Achievements:**

* Identified problem areas and acted as chief writer for a complete re-writing of user manuals for five of Bausch’s most popular products
* Received commendation for my clear and concise writing and accurate product diagrams

December 2007 – November 2009:
Proofreader/Editor, Holmes Manufacturing Group

Sydney, NSW

Responsibilities:

* Performed proofreading and editing functions for Holmes Manufacturing, covering a broad range of their product literature for a diverse selection of products
* Identified areas for improvement in existing literature and proofread and edited new material
* Translated technical data into simple, user-friendly language
* Proofread and edited other forms of written documentation
* Maintained effective and regular communication with project managers

**Achievements:**

* Juggled multiple projects simultaneously and successfully met all deadlines

## **Technical Skills**

* MS Office – Word, Excel, Outlook, PowerPoint
* Adobe InDesign, Photoshop
* MS Visio, CAD

- See more at: http://www.careerfaqs.com.au/careers/sample-resumes-and-cover-letters/technical-writer-sample-resume#.dpuf