

MELANIE RADLIFF


TECHNICAL CONTENT WRITER

CONTACT

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EDUCATION

English – Technical Communications
University of Central Florida
Bachelor of Arts
Orlando, FL
2018

AWARDS

Magna Cum Laude
Phi Theta Kappa
Recipient of *Excellence in Program Management* from UCF
Security Clearance (Active)

TOOLS

Clearscope
Dandelion API
Google Workspace
Microsoft Office
Mouseflow
SEMRush
WordPress

REFERENCES

Letters of recommendation and personal references available by request.

PROFESSIONAL PROFILE

As a technical writer, I excel at explaining complex topics in an engaging, humanized way. I combine data analysis and research while focusing on the user's needs and mentality. This approach allows me to entrench my technical writing with creativity.

My content experience itself is broad. Topics have ranged from software manuals to light-hearted blogs to dense medical pages. Currently, I am a senior writer creating varied, helpful resources for cancer patients. This is a dynamic position with a heavy focus on research and writing. But it also emphasizes SEO analysis, market research, and graphics/web design.

As a professional writer, I am passionate about the craft and my development within it. With an inherent personal drive, I consistently strive for new, higher standards. I am dedicated to creating a rewarding writing career that brings value to others. I seek a company whose values and goals align with my own.

SKILLS

- Adaptive, collaborative teamwork
- Coding and web/graphic design
- Ideation and strategy
- Insightful, user-focused content
- Linguistic creativity
- Long-form content (technical manuals, medical pages)
- Outlining, proofreading, editing
- Project management
- SEO and keyword research
- Short-form content (blog posts, listicles)
- Technical research and data analysis

EXPERIENCE

Senior Digital Content Specialist

Terakeet || June 2021 – Present

Writing informative and supportive content for patients with rare cancers. This is a delicate subject that requires compassion, simplicity, and razor-sharp accuracy.

Among others, topics often cover treatment advances, clinical trials, detailed symptom and diagnosis pages, and emotional/mental health. These may be long pages or shorter form content.

Writing duties include topic ideation, research, drafting, fact-checking, and editing. This role combines that with SEO knowledge, data analysis, and web development. The result is high-quality content that performs well in SERPs.

Lead Technical Publications Specialist

ProActive Technologies, Inc. || January 2019 – May 2021

Created technical support manuals for military software products. Main duties included scheduling, ideation, writing, editing, and proofreading. Regularly collaborated with engineers. Sharp focus on consistency, accuracy, and efficiency.

Managed the Technical Publications team by distributing workload, establishing timelines, generating content, and developing organizational models/spreadsheets. Tracked project schedules and kept stakeholders on-task.