

# Sylvia Long

<https://www.linkedin.com/in/sylvia-long/>

## Summary

Experienced technical communication writer with military experience, strong project and time management skills, ability to collaborate and take initiative, and excellent written and verbal communication expertise.

## Education

Bachelor of Science in Professional & Technical Writing

May 2021

Minor in Communication

Missouri State University

Springfield, Missouri

Major GPA: 3.9/4.0

Certifications: Workplace Writing and Social Media best practices

## Relevant Experience

### Missouri State University

#### Technical Communications Intern

December 2021-May 2021

Career Center

- Contribute to the center's internal and external communications.
- Assist in planning, researching, writing, and editing content of documents.
- Use Web Press, the university's content management system.
- Ensure the website follows AP style, is concise, complete and all links work.
- HTML & CSS, InDesign, PowerPoint, Share Point, One Drive, Excel, Canva

#### Peer Advisor

August 2020 – May 2021

Career Center

Advise / Tutor students on career documents (resumes, cover letters) through Zoom conferences

- Review and critique 20+ professional documents for students a week.
- Manage daily Peer Advisor correspondence and update Excel records.

#### Research Assistant:

August 2020 to December 2020

Office of Citizenship and Service-Learning

- Assisted with ongoing research.
- Sourced and organized journal articles for multiple writing projects.
- Corresponded with director on writing assignments and new goals.

## Springfield, Missouri

### Teacher

August 2015 to June 2020

Truth Academy

- Created weekly lesson plans and conducted supplemental research.
- Taught curriculum and facilitated classroom management in person and by Zoom.
- Evaluated learning and maintained web based and written academic records.
- Tutored reading and maintained weekly communication with parents and students.