

# Keb Rogers

## TECHNICAL WRITER

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Portfolio: <https://www.kebrogers.com>

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## SKILLS

Adaptive Learner

Data analysis

Critical Thinking

Creative Problem-Solving

Leadership

Communication

Teamwork

Editing/ Proofreading

Computer Literacy

Web Design

Document Design

Proposal Writing

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## EDUCATION

Aug 2021 – May 2025

**Bachelor of Arts degree English/ Writing & Rhetoric, Georgia Gwinnett College**

**Relevant Coursework:** Technical/ Professional Editing, Technical/ Communication Practices, Writing in Digital Media, Modern Grammar, Advanced Composition, Creative Writing

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## EXPERIENCE

August 2024 – December 2024

**Digital Humanities Intern - Georgia Gwinnett College**

- Researched and developed webpages using WordPress, including wireframes for layout designs, to enhance the GGC Digital Humanities official website and other campus-affiliated sites.
- Designed and produced visual data representations of facility layouts for the Digital Humanities Lab proposal.
- Collaborated with Georgia Gwinnett College's art department to update and improve website functionality for increased campus and community engagement.
- Utilized data entry and linguistic research software while working on scholarly corpus linguistic projects regarding the corpus of Henry David Thoreau.

August 2022 – August 2024

**ITAD Technician/ Warehouse Specialist – XS International**

- Drafted technical procedures into instruction manuals, ensuring accurate safety, maintenance, record-keeping and equipment utilization processes for warehouse operations.
- Revised and formatted the Annual Sales Strategies and Projections Presentation, focusing on clear and concise data presentation.
- Utilized software applications such as Microsoft Word and Excel to organize, track, and input order details for thousands of warehouse equipment items.

March 2020 – April 2021

**Egress Systems Technician – *Draken International***

- Supervised and managed the night shift of an egress maintenance shop, leading a team of three personnel to ensure timely completion of maintenance and repair projects.
- Trained and mentored team members on proper procedures for egress system maintenance and repair, ensuring skill development and adherence to safety standards.
- Interpreted and applied technical manuals and documentation for four distinct ejection seat models, ensuring compliance with safety and operational standards.
- Maintained accurate records of maintenance activities, including repair logs, parts usage, and compliance checklists, to support operational readiness.
- Coordinated with other departments to schedule and prioritize maintenance activities, minimizing downtime and optimizing workflow.
- Executed tasks requiring high attention to detail and precision, such as assembling, disassembling, and testing components of complex mechanical systems.
- Worked in a fast-paced environment under time constraints to meet project deadlines and ensure operational readiness of equipment.

January 2019 – March 2020

**Sales Support Associate/ Sample Coordinator – *GMS Oldcastle***

- Assisted the sales team by gathering, organizing, and preparing sample materials to meet customer needs and project specifications.
- Scheduled and facilitated meetings with customers to review samples, discuss project requirements, and guide them in selecting appropriate inventory options.
- Collaborated with team members to ensure seamless coordination between material preparation, delivery, and customer communications.
- Demonstrated excellent organizational skills to manage multiple customer accounts and sample requests simultaneously while adhering to deadlines.

October 2013 – October 2018

**Aviation Structural Mechanic (Safety Equipment) – *United States Navy***

- Conducted mechanical troubleshooting and maintenance for F-18 Super Hornet systems, demonstrating expertise in identifying and resolving technical issues with precision.
- Supervised shift operations for both Squadron VFA-143 and the Top Gun program Egress Shop, overseeing diverse maintenance actions and maintaining consistent communication with leadership when reporting processes, workloads, and aircraft status.
- Trained team members in safety protocols and maintenance procedures, ensuring compliance with operational standards and enhancing workplace safety.
- Mastered the use of aviation technical publications and manuals for environmental, explosive systems, and subsystems, translating complex technical data into actionable processes.
- Applied precision measuring tools, inspection instruments, and support equipment to verify conformance to technical engineering specifications.