

# Jamie Ninh

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## Education

### English BA | Spring 2016 – Fall 2019 | University of Texas at Arlington

- Major: Bachelor of Arts in English
- Minor: Technical Writing
- Related coursework:
  - 2384 – Grammatical structure
  - 3372 – FabLab manual creation, professional writing, graphic design
  - 3373 – Technical communication, online content development
  - 3385 – Research methods, rhetoric, epistemic thinking
  - 4390 – FabLab technical writing internship
  - 4399 – Data narratives, manipulation

## Abilities

### Management

- Highly organized; regularly formats plans, lists, and hierarchal notes in studies and personal life
- Flexible to a variety of work and a quick learner to new material
- Honorable work ethic, able to find the smallest errors to fix

### Skills

- Proficient in Tableau Public, Adobe Illustrator, and Microsoft Word, Excel, PowerPoint
- Passively bilingual in Vietnamese

## Experience

### Technical Writing Intern | UTA FabLab | 8/22/18 – 12/7/18

- Created manuals for various machinery and software, including the sewing space and FabApp
- Accomplished independent projects through careful outlining and time management
- Engaged in team projects with efficient and friendly communication
- Effectively cooperated with specialists and staff to obtain technical information

## References

- **Estee Beck, PhD** | Tech writing & critical literacy professor | [estee.beck@uta.edu](mailto:estee.beck@uta.edu)
- **Timothy Niell** | FabLab technician & internship supervisor | [timothy.neill@uta.edu](mailto:timothy.neill@uta.edu)