



# Lis Cinelli

## Technical Writer

### CONTACT

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### WEB PORTFOLIO

liscinelli.com

### SKILLS

Technical writing  
Technical editing  
Document design  
Style and tone  
UX/UI  
AI training  
Content strategy  
Instructional design

### SOFTWARE

InDesign  
Flare  
Photoshop  
Acrobat  
Microsoft 365  
Canva  
ChatGPT

### SUMMARY

Accomplished technical writer/editor seeking to support your organization by delivering polished technical content that simplifies complex information and enhances user understanding.

### EDUCATION

#### M.A. in Technical Communication

University of North Texas | Denton, TX | May 2025

#### B.B.A. in Human Resource Management

University of North Texas | Denton, TX | May 2021

### EXPERIENCE

#### Freelance Technical Writer | 2014-Present

#### Office Administrator | 1997-2011

Technical communication done during my employment history includes:

- Editing and reformatting client document library
- Designing and producing sales & marketing material
- Creating policy & procedure manuals, client guides
- Designing and producing forms & agreements
- Composing letters, memos, proposals, & contracts
- Designing & producing user and employee guides

### HONORS, AWARDS, & INVOLVEMENT

#### Business Capstone Case Competition

3rd place out of 85 groups

#### President's List

all undergraduate semesters at UNT



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## Technical Writer

### RELEVANT COURSEWORK

#### **Editing Technical Documents**

This course honed my editing skills, focusing on improving clarity, consistency, and readability in technical documents, which directly aligns with the editing responsibilities of this internship.

#### **Designing Technical Documents**

With experience from this class, I can contribute to enhancing the design and layout of policy manuals and user guides, ensuring they are both visually appealing and easy to navigate.

#### **Content Strategy**

This class taught me to approach document revision with a strategic mindset, ensuring content is well-organized for content management systems (CMS), as well as aligned with the company's objectives.

#### **Design and Development of High-Tech Training Manuals**

In this class, I gained practical experience in creating detailed, user-friendly training manuals, which directly translates to the work required for revising and editing user guides.

#### **Measuring Usability and User Experience (UI/UX)**

This class equipped me with the skills to assess and enhance the usability of technical documents, ensuring that revised manuals and guides are intuitive and effective for end-users.

#### **Style and Technical Writing**

This class brought me a strong understanding of stylistic nuances, AI training, and style guide creation/use. These skills help me maintain a consistent and professional tone across all edited documents.

#### **Workplace Health and Safety**

This management course covered regulations, policies, and best practices related to workplace health and safety. This knowledge will allow me to accurately edit and update relevant policy manuals.

#### **Organizational Behavior**

This management course, combined with my business degree, enables me to craft documentation that supports and reflects your company's culture and practices.