

HI.

MY NAME IS LIS

I'm a grad student at
University of North Texas

I'm currently pursuing
my master's degree
in Professional and
Technical Communication

I'm passionate about building
a career as a technical writer.

I'll bring an eye for detail and
creativity to every project.

With a background
in editing and
designing multipage
documents, I excel
in using tools like
Adobe InDesign,
Microsoft Word,
Adobe Acrobat, and
Adobe Photoshop.

I enjoy the challenge
of transforming
intricate information
into engaging,
user-friendly
documentation
that supports clarity,
conciseness, and
consistency.

My unique blend
of drive, skills
and enthusiasm
makes me a very
strong candidate
for any innovative
team focused
on delivering
high-quality
communication
deliverables.

My commitment to producing
high-quality, polished content
aligns with my goal of helping
organizations communicate
effectively and efficiently.

Driven by a love of precision
and a knack for visual design,
I create impactful documents
that enhance understanding
and help organizations meet
their goals.



LIS CINELLI

Technical Writer

SUMMARY

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

CONTACT

Justin, Texas
518.424.6430
liscinelli@gmail.com
LinkedIn: liscinelli

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

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 & procedures manuals, client guides
- Designing and producing forms & agreements
- Composing letters, memos, proposals, & contracts
- Designing & producing user and employee guides



LIS CINELLI
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.

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 & 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.

HONORS, AWARDS, & INVOLVEMENT

Business Capstone Case Competition

3rd place out of 85 groups

President's List

all undergraduate semesters at UNT