



Lis Cinelli

Technical Writer

CONTACT

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SKILLS

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

SOFTWARE

InDesign
CMS/CLS
Photoshop
Acrobat
Microsoft 365
GPT

PROFESSIONAL PROFILE

Technical writer and editor skilled in managing end-to-end content lifecycle within CMS environments. Experienced in structured authoring, usability standards, and style guide compliance, with a collaborative, detail-driven approach.

EDUCATION

M.A. in Technical Communication

University of North Texas | Denton, TX | expected December 2025

Graduate Certificate in Grant & Proposal Writing

University of North Texas | Denton, TX | May 2025

B.B.A. in Human Resource Management

University of North Texas | Denton, TX | May 2021

SUMMARY OF EXPERIENCE

- Performed document lifecycle tasks using version control and metadata standards within structured content environments
- Edited and reformatted client document libraries to align with brand voice, information architecture, and accessibility guidelines
- Created sales and marketing material, including brochures, one-pagers, and slide decks, supporting cross-functional initiatives
- Authored and maintained policy manuals, SOPs, and client-facing instructional content to ensure regulatory compliance and usability
- Developed and formatted digital and print forms, agreements, and templates for consistent branding and operational efficiency
- Composed professional correspondence, proposals, and contracts, ensuring tone alignment, accuracy, and audience relevance
- Designed and produced onboarding and employee training materials using established style guides and readability standards

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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RELEVANT EXPERIENCE

May 2025 – Jul. 2025
Internship

PACCAR, Inc. (Peterbilt Motor Company/PACCAR Parts) Denton, TX
Technical Publications Intern

- Collaborated with the Technical Publications team to revise and author service procedures, ensuring clarity, consistency, and adherence to established style guidelines
- Assisted in the content migration from legacy content management system (CMS) to a component lifecycle system (CLS), maintaining metadata integrity and improving content reusability
- Conducted content audits to identify outdated documentation, leading to improved user experience and documentation quality
- Navigated the integration of separate Peterbilt and Kenworth technical publications groups into a unified PACCAR Parts division, supporting content alignment and organizational change

Jul. 2014 – Present
Freelance

Independent Contractor MD & CA
Office and Administrative Consultant

- Developed policies, procedures manual, and client handbooks
- Designed forms for consent, agreements, and information
- Provided organizational support for administrative workflows

Mar. 2015 – Nov. 2015
Full-time

St. Mary's County Metropolitan Commission California, MD
Administrative Assistant for Water Meter Project

- Maintained detailed spreadsheets and generated status reports
- Created public notices, letters, and customer communication
- Coordinated appointments, reconciled reports, verified invoices

Jun. 1997 – Aug. 2011
Full-time

Vision Data Equipment Corporation Rensselaer, NY
Office Administrator

- Created documentation, including letters, proposals, and contracts
- Designed user guides, employee manuals, and sales materials
- Developed intricate client support spreadsheet, saving man hours and increasing additional revenue



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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.

Instructional Design

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.

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.

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.