

# ELIZABETH LYLE

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## EXPERIENCE

### **Austin Commercial, L.P. – Dallas, TX**

#### **TECHNICAL WRITER & INSTRUCTIONAL DESIGNER**

*July 2018 - Present*

- Write, organize, research, and create online classes for Austin consumer within timeframe
- Collaboration with SMEs and conduct further research on subjects to translate to creative content
- Work with marketing department to write proposals that reflect the audience's tone and voice, most notably assisted with winning Tesla Gigafactory in Austin
- Work with safety and marketing departments to write award submissions (2019 & 2018 ABC Safety Excellence Award Winner, 2018 Luna Outstanding Executive of the Year)
- Creates creative concepts such as infographics and articles for training SharePoint social site

### **Academic Partnerships – Dallas, TX**

#### **FREELANCE COPYWRITER**

*May 2018 – October 2018*

- Wrote 17 articles on assigned subjects, aligning with client's brand identity
- Researched topics to create an outline for each article
- Edited content according to Academic Partnership's style guide

### **The North Texas Review – Denton, TX**

#### **CHIEF COPYEDITOR**

*September 2017 – April 2018*

- Created, led, and presented editing workshops and training
- Built relationships with authors and discussed edits necessary for publication
- Performed final copyedits for online and print pieces
- Wrote creative pieces for online journal

### **UNT Department of Technical Communication – Denton, TX**

#### **LAB MANAGER**

*May 2017 – June 2018*

- Wrote and edited orientations (live instructional presentations) to technical communication classes
- Wrote software training activities for lab tutors to train, e.g. step-by-step Photoshop instructions to create a project
- Performed edits on lab documents—quickstart guides, learning modules, and lab procedure

### **Brown Books Publishing – Dallas, TX**

#### **EDITORIAL INTERN**

*May 2017 – June 2018*

- Wrote copy for press kits, utilizing writing and graphic design skills
- Read manuscripts and wrote recommendation reports, adhering to tight deadlines
- Used the Chicago Manual of Style to proofread manuscripts

## EDUCATION

### **University of North Texas, Denton, TX**

*May 2018*

Bachelor of Arts in Technical Communication

Bachelor of Arts in English, Concentration in Literature

## SKILLS

- Microsoft Office 365
- Adobe Creative Suite
- Copywriting and editing
- Communication, verbal and writing
- Problem solving
- Teamwork and collaboration
- Attention to detail
- Creativity and graphic design
- Social media
- Listening skills
- Results-oriented motivation