

Brittany Pope

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Education

Texas Christian University, Fort Worth, TX
Bachelor of Arts, English, May 2013
Business and Communication minors
Major GPA 3.9/4.0 Overall 3.9/4.0, summa cum laude

Qualifications

Technical Writing and Communication Skills

- Performed extensive revision of and wrote reports on microseismic monitoring while collaborating closely with project managers and other subject matter experts
- Demonstrate aptitude in learning and understanding technical subjects through the application of oil and gas terminology and engineering concepts
- Edited and composed a variety of written communication in professional and academic settings, including conclusions and recommendations reports, white papers, SPE papers, website content, marketing materials, PowerPoint presentations, and more
- Document clear and concise instruction to guide end users through the installation, troubleshooting, and successful use of proprietary reporting software
- Prepare requirements documents that detail duplication steps for program errors and expectations for desired enhancements
- Demonstrate strong proficiency in grammar, punctuation, spelling, capitalization, syntax, and formatting as well as the ability to abide by a style guide

Organizational and Information Design Skills

- Implement design strategies such as arrangement, emphasis, clarity, conciseness, and tone when planning and creating technical communication to increase usability and readability
- Format documents through strategic use of heading and body styles, section breaks, and placement of text and associated graphics
- Manage multiple responsibilities with shifting priorities efficiently and effectively by using strong organizational, time management, and multi-tasking skills
- Exhibit leadership qualities by assisting in the training of new technical writers, answering questions for and providing advice to team members, and volunteering for new and challenging projects
- Directed a multi-step team project by dividing tasks, facilitating collaborative communication, and combining all components into one comprehensive project

Computer and Technology Skills

- Show proficiency in Microsoft Word, PowerPoint, and Excel as well as Adobe Acrobat
- Created an infographic and promotional posters using Adobe Photoshop
- Assist in the development of proprietary reporting software by collaborating with program developers and communicating the needs and behaviors of end users
- Obtained permissions and licenses for users of reporting software
- Solved Internet, network, and other computer issues on Macs and PCs

Experience

Technical Writer, Pinnacle – A Halliburton Service, September 2013-Present
Business Plan Writer, Optimus Business Plans LLC, May 2013-September 2013
Ad Copy Associate, Doctors In Training, January 2013-September 2013
Student Technician, TCU Information Technology Help Desk, August 2012-May 2013
Data Entry Specialist, ConeTec, Inc., June 2009-August 2012