



Andrea Tobar

Technical Communicator



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<http://drea286.github.io/>

EDUCATION

Bachelor of Arts

Technical Communication

Minors:

- ◆ Public Relations
- ◆ Visual Communication Design

Eastern Washington University, 2017

Honors: Magna Cum Laude (Projected)

Associate of Science

General Studies

North Idaho College, 2014

SKILLS

Software:

- ◆ Microsoft Office
- ◆ Adobe Creative Cloud
- ◆ Adobe Technical Suite
- ◆ MadCap Flare

Social Platforms:

- ◆ LinkedIn
- ◆ SharePoint
- ◆ Facebook
- ◆ Twitter
- ◆ Instagram
- ◆ Skype

Programming Languages:

- ◆ HTML
- ◆ CSS

PROFESSIONAL AFFILIATIONS

Public Relations Society America (PRSA)

EWU Career Mentoring Program (CMP)

Women's New Leadership Retreat

PROFESSIONAL EXPERIENCE

Barista | June 2012 - April 2016

Starbucks | Spokane, WA

- ◆ Develop customer relationships and provide excellent service.

RELEVANT EXPERIENCE

Content Marketing Associate Intern | Apr 2016 - Present

AMX by Harman Audio & Video | Cheney, WA

- ◆ Produce and develop documents by communicating with remote and local marketing and engineering teams
- ◆ Create marketing copy by reviewing engineering specifications and producing understandable content.
- ◆ Establish marketing and organizational goals of targeting areas and businesses nationwide for company growth.
- ◆ Assist in brainstorming digital and e-blast product campaigns and slogans.

Social Media / Advocacy Intern | Oct 2016 - Feb 2017

Together We Rise Non-Profit | Online (HQ in Brea, CA)

- ◆ Organize and manage a large fundraising event for foster youth with local businesses.
- ◆ Build and host a coordinated multi-channel campaign for the success of my fundraiser and raising awareness.
- ◆ Operate social media sites to make impressions on local and national foster care and non-profit industries.

ACADEMIC PROJECTS

Technical Writer | *iFixit: The Free Repair Manual* | Fall 2015

- ◆ Managed and wrote five instruction guides on a team.
- ◆ Applied developed methods and photo documentation.

Designer | *Council Programs Tech & Science Comm* | Fall 2016

- ◆ Redesigned the CPTSC 2015 online program guide applying design principles through FrameMaker 10.

Technical Writer | *LightShot Instructional Guide* | Winter 2016

- ◆ Created 16-page instruction guide using MadCap Flare.
- ◆ Performed usability testing, analysis, and synthesis.

Technical Writer | *SchoolTraQ* | Winter 2016

- ◆ Built a 12-page instruction guide using MadCap Flare.
- ◆ Performed usability testing, analysis, and synthesis.

Interviewer / Videographer | *Expert Travel Blogger* | Fall 2017

- ◆ Filmed and edited a professional 10 minute interview using professional lighting, backdrops, and equipment.

Grant Proposal Writer | *ISAAC Foundation* | Winter 2017

- ◆ Project leader for a 14-page grant proposal to request \$10k for a program to help children with autism.