

Arturo Sandoval

Denton, TX
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PROFESSIONAL PROFILE (~3 Sentences)

Proficient in translating complex technical concepts into user-friendly guides, manuals, and online content. Adept at collaborating with subject matter experts to gather information and ensure accuracy in documentation. Proven track record of improving documentation processes to enhance overall product usability. Seeking to contribute technical writing expertise and passion for clear communication to a forward-thinking team.

CORE COMPETENCIES (Soft Skills)

Collaboration | Adaptability | Continuous Learning | Visual Communication

TECHNICAL SKILLS (Computer Software packages/programs)

User Experience (UX) Design | API Documentation | Search Engine Optimization | HTML & CSS

EDUCATION

Bachelor of Arts/Science in Technical Communications
University of North Texas, Denton, TX

GPA: 3.4
Expected Graduation Date: May 2026

Relevant Coursework: Information Design for Electronic Media, Technical Editing, Content Analysis

EXPERIENCE (Jobs, Internships, and Relevant Class Projects)

Oracle August 2023 – Present
Technical Writer Fort Worth, TX

- Develop technical documentation, including user manuals, guides, FAQs, and online help systems.
- Collaborate with subject matter experts, engineers, and other stakeholders to gather information and ensure accuracy in documentation.
- Update and maintain existing documentation to reflect changes in software, hardware, or processes.

Walmart May 2023 – August 2023
Copy Writer Intern Arlington, TX

- Assisted in the creation of written content for marketing materials, including website copy, social media posts, emails, and promotional materials.
- Conducted research on industry trends, targeted audience preferences and competitors to inform and enhance copywriting efforts.
- Reviewed and edited content to ensure it meets brand guidelines, is free of errors, and effectively communicates the intended message.

University of North Texas January 2019 – May 2023
Writing Tutor Denton, TX

- Conducted one-on-one tutoring sessions with students seeking assistance with various aspects of writing, including brainstorming, outlining, drafting, revising, and editing.
 - Guided students in developing critical thinking and analytical skills through their writing.
 - Maintained accurate records of tutoring sessions, tracking student progress and areas for improvement.
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LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)

- Member, Society for Technical Communications Fall 2022 – Present
- Member, IEEE Professional Communications Society Spring 2023 – Spring 2024