



## Work Experience

### Technical Writing Intern

Leonardo DRS | Dayton, OH | Summer 2018

- Standardized and updated all documents across the Dayton office by revising its style guide to best practices and new marketing standards
- Completed end user and contractual documentation for military contracts
- Photographed hardware and edited the photos in Photoshop to clearly display necessary features and uphold a positive image of the products
- Collaborated with subject matter experts to ensure accuracy in documents

### Proofreader

Inno Publishing | Collierville, TN (Virtual) | Oct 2017–May 2018

- Researched questions about manuscripts to correct inaccurate content
- Checked formatting to ensure that every design decision was purposeful

### Communications Manager

Society of Professional Writers | Cedarville, OH | Aug 2016–May 2018

- Managed the program’s blog by choosing writers, generating creative content ideas based on audience research, and editing content to accomplish its goals
- Planned and scheduled professional development events

### Managing Editor

Channels (Research Journal) | Cedarville, OH | Aug 2016–Dec 2017

- Launched the first print and online publication of *Channels*, which received 8,300 downloads worldwide (in addition to online viewing and print reading)
- Designed the *Channels* logo and the website for the online journal
- Managed two subsequent publications, setting deadlines for editors, overseeing formatting and design, and editing submissions

### Technical Writing Intern

Compassion International | Colorado Springs, CO | Summer 2017

- Wrote and edited 30 disaster recovery plans for all IT systems at Compassion global headquarters and designed a template to be used for future documents
- Led meetings with IT teams to gather necessary information
- Comprehensively edited and user tested documentation for GlobalAccess; this documentation is now used by employees in Compassion’s 25 field countries

### Editing Intern

Strategy Marketing Solutions | Temecula, CA (Virtual) | Summer 2016

- Provided constructive feedback to writing interns concerning the quality and effectiveness of their social media content, articles, and design work
- Created a document to instruct all future writers on effective document design

## Education

### BA in Professional Writing and Information Design

Cedarville University | Cedarville, OH | 2018

- Minor in Bible
- Graduated summa cum laude with a 3.94 GPA

## Contact

- (937) 474-0958
- naomirleak@gmail.com
- New Carlisle, OH
- naomileak.weebly.com

## I’m a...

- Precise project/time manager
- Diligent worker
- Eager learner
- Focused independent worker
- Passionate team worker
- Capable self starter

## Honors & Training

### Sandra W. Harner Professional Writing Award

Cedarville Univ. | Cedarville, OH  
April 2016

### Leadership Training

New Life Church | Ann Arbor, MI  
June 3–August 28, 2016

## Skills

- Clear writing
- Content strategy
- Well-researched editing
- Strategic document design
- User-focused web design
- User experience/testing

## Software Skills

- Adobe Acrobat
- Adobe InDesign
- Microsoft Word
- Adobe Photoshop
- Microsoft Outlook
- Adobe Illustrator
- Adobe XD