

## RESUMÉ

# JAMILYN VER STEEGH

## BUSINESS & TECHNICAL WRITER

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412 18<sup>th</sup> Ave. / Hiawatha, Iowa 52233

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## EDUCATION

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- 2016 – 2020**      **ENGLISH MAJOR, PROFESSIONAL WRITING MINOR**  
**University of Northern Iowa/Cedar Falls, Iowa**  
GPA: 3.7/4.0.
- 2012 – 2016**      **Oskaloosa High School/1816 N 3<sup>rd</sup> Street, Oskaloosa, Iowa 52577**

## EXPERIENCE

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- June 2020 – Present**      **WELLS FARGO, DES MOINES, IOWA (REMOTE)**  
**Technical Writer**  
Write, edit, and publish complex and sensitive communications to support the achievement of business goals and promote the company's image. Consult with business department managers to produce communications including updates, policies, and procedures. Complete annual certifications according to internal standards and process guidelines.
- Feb 2019 – April 2020**      **NORTH AMERICAN REVIEW**  
**University of Northern Iowa, Cedar Falls, Iowa**  
**Online Content Editorial Assistant**  
Created posts for magazine's blog, Instagram, and Twitter pages on a weekly basis. Edited submissions for literary magazine's print issue and online blog. Created layouts and proofs of magazine content using Adobe InDesign and Microsoft Office.
- 2019 – Present**      **CEDAR FALLS RECREATION CENTER, CEDAR FALLS, IOWA**  
**Front Desk Staff**  
Registered guests for memberships, fitness classes, and pool passes. Processed sales of passes and private training sessions for guests.
- May – Aug 2019**      **MIDAMERICAN ENERGY COMPANY, URBANDALE, IOWA**  
**Technical Writing Intern**  
Reformatted ISO compliance control documents according to company's style guide to prepare for company-wide audit. Documented codes used to calculate wind generation sales for Energy Apps department. Created user manual for company applications. Wrote and edited communications for the IT, Accounting, and Energy Apps departments.
- May – Aug 2017,**  
**May – Aug 2018**      **GEORGE DAILY AUDITORIUM, OSKALOOSA, IOWA**  
**Intern**  
Served as junior teaching staff at the for auditorium's summer theatre camp. Registered campers, helped lead daily games and activities, and directed weekly shows. Created online advertising for auditorium's upcoming shows and summer camp.

## STATEMENT

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I have experience developing and maintaining content for social media and creating original content for client projects. During my time with the *North American Review* I developed a strong editorial background. I am excited to grow my skills as a technical writer. I hope to build a long-term professional relationship that allows me to contribute to the company's success and grow as an employee.

## SKILLS

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Business writing  
Technical writing  
Editing  
Adobe InDesign  
Microsoft Office  
SharePoint

## SOCIAL MEDIA

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- [www.linkedin.com/in/jamilyn-ver-steegh-b5776b180/](https://www.linkedin.com/in/jamilyn-ver-steegh-b5776b180/)

## REFERENCES

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**Chris Schoentag**  
Cedar Falls Recreation Center  
Recreation Program Supervisor  
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E: [chris.schoentag@cedarfalls.com](mailto:chris.schoentag@cedarfalls.com)

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IT Compliance Program Manager  
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