Katharine Axon

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Education

University of Massachusetts Amherst

Commonwealth Honors College
Bachelor of Arts in English and Sociology, May 2024
GPA: 3.97
Certificate in Professional Writing and Technical Communication

Technical Writing Projects

- MadCap Flare guide to digital accessibility, outputed as both website and PDF (link)
- 30-page Microsoft Word software documentation manual
- Portfolio website created from scratch using HTML and CSS (link)
- 25-page faux grant proposal

Work Experience

Editorial Intern   September 2023-May 2024

University of Massachusetts Press, Amerst, MA

- Worked with the editorial, design, and production team to prepare manuscripts for publication
- Proofread manuscripts and indexes, ensuring adherence to the Chicago Manual of Style
- Coded manuscripts using Scribe Markup Language

Peer Writing Tutor   September 2022-May 2024

Writing Center, University of Massachusetts, Amherst, MA

- Tutored both undergraduate and graduate students in one-on-one sessions
- Helped students develop stronger writing, researching, and editing skills
- Collaborated with students from diverse writing backgrounds to write for a variety of different audiences

Customer Service Associate   August 2021-August 2023

Residential Service Desk, University of Massachusetts, Amherst, MA

- Worked at the front desk to provide residents with their mail and keys, answer questions about campus policies, and assist with maintenance emergencies
- Communicated clearly with residents, parents, and campus staff

Intern   June-August 2023

Amherst Survival Center, Amherst, MA

- Worked with the Amherst community to provide food to those experiencing food insecurity
- Organized products behind the scenes and worked with customers in person

Technical Skills and Awards

Technical skills: MadCap Flare, HTML, CSS, Salesforce, Scribe Markup Language (ScML), Adobe Illustrator, Visual Studio Code, Microsoft Office, Google Suites

Awards: Howard Quint Memorial Prize in Honors; Deans List from fall 2020-spring 2024