



Rachel Beth DeMarco

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PROFESSIONAL SUMMARY

Highly motivated Technical Writer with extensive experience in documentation best practices, editing, and project management.

SKILLS

- **Computer:** Confluence, FrameMaker, Git, JIRA, MadCap Flare, PowerPoint, RoboHelp, Snagit, Word, WordPress
- Editing
- Template Creation
- Project Management

WORK HISTORY

TECHNICAL WRITER III (PREVIOUSLY I AND II) *02/2016 to CURRENT* **Sovos Compliance, LLC | Wilmington, MA**

- Write user, installation, onboarding, and REST/API manuals as well as release notes about tax compliance software for both internal and client-facing audiences
- Manage the documentation process, train and manage new hires, review documentation, and provide edits
- Create documentation templates and work with UX/UI on language standards used across the company
- Work as a project manager to organize meetings and keep team members on track with their schedules

SOCIAL MEDIA & EDITORIAL INTERN *06/2015 to 08/2015* **iConcept Media Group | New York, NY**

- Edited and fact checked the latest articles
- Wrote and published stories on several topics (e.g., technology, business, fashion/lifestyle, etc.)
- Managed Twitter, Instagram, and Facebook accounts

STAFF WRITER, MARKETING INTERN *04/2013 to 04/2016* **Uomo Moderno | Philadelphia, PA**

- Managed social media platforms and additional online content
- Promoted and assisted fashion shows and events

STAFF WRITER, RESEARCH INTERN *04/2013 to 01/2014* **Men's Fashion by Francesco | Philadelphia, PA**

- Researched and wrote weekly men's fashion articles for the online magazine

EDUCATION

Bachelor of Arts | English, Professional Writing Concentration *12/2015*
University of Delaware, Newark, DE
Extensive coursework in Fashion Merchandising and Business Administration