

SARA-ANNE LEE

CONTACT

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EDUCATION & AWARDS

CARNEGIE MELLON UNIVERSITY

MA in Professional Writing,
2010, GPA: 4.04

CARNEGIE MELLON UNIVERSITY

BA in Professional Writing and
Creative Writing, 2009
Humanities Scholars Program;
Mortar Board National Senior
Honors Society; Dean's List
with High Honors

Published short story and 1st
Place for Prose, *The Oakland
Review* Vol 34

Member of the Calligraphy
Guild of Pittsburgh

Member of International
Association of Accessibility
Professionals

RELEVANT SKILLS

ADOBE CREATIVE SUITE 4-6 & CC

InDesign, Illustrator, InCopy,
Photoshop, Dreamweaver

MICROSOFT OFFICE SUITE

Word, Excel, Powerpoint

Chicago Manual of Style
Associated Press Style
Government Printing Office

HTML/CSS/Bootstrap 3

Web accessibility (Section 508)

WORK EXPERIENCE

STREAMLINK SOFTWARE | JUN 2016-PRESENT SENIOR TECHNICAL WRITER

- Created and designed end-user software documentation and release notes templates, infrastructure, and documentation for modular SaaS product, including over 30 user guides and over 200 knowledge-base articles
- Designed and maintained help center support sites on Zendesk
- Led Section 508 and WCAG 2.0 accessibility compliance efforts

CUYAHOGA COMMUNITY COLLEGE | JAN 2014-PRESENT ADJUNCT FACULTY

- Taught 16-week courses on Publication Design and Typography and Layout in the Visual Communications and Graphic Design department

ALPHAPORT, NASA SAFETY CENTER CONTRACT | DEC 2013-JUN 2016 TECHNICAL WRITER

- Worked with subject matter experts to write technical articles for the NASA Safety Center and Office of Safety and Mission Assurance websites
- Wrote scripts for safety videos and created content for various safety materials
- Wrote annual Safety Month message for NASA Administrator Charlie Bolden
- Wrote, designed, and coded responsive Agency internal emails
- Led NASA Safety Center initiative for accessibility (Section 508) compliance on web
- Worked with developer to create mobile apps, provided styling, and designed icons
- Supported project management for website page development and redesign

CARNEGIE MELLON UNIVERSITY PRESS | AUG 2010-DEC 2012 MANAGING EDITOR

- Managed designers and copy editors and oversaw production on all titles
- Designed book interiors and covers
- Designed promotional material including Press catalogs, 35 Year Anniversary Poster, print advertisements in *APR* and *The London Review*
- Created and maintained databases for book inventory, author information, and cover images
- Designed and coded Press website in HTML/CSS
- Created and sent out uncorrected proofs and advanced review copies
- Spearheaded Press venture into e-publishing

PITTSBURGH SHAKESPEARE IN THE PARKS | MAY 2010-DEC 2015 BOARD MEMBER (MARKETING)

- Designed logo, postcards, posters, program, and bookmarks
- Listed events in online and print publications and obtained local media sponsorship

5 AM MAGAZINE | MAR 2010-MAR 2012 TECHNICAL EDITOR

- Formatted and designed layout of national poetry magazine
- Converted various types of documents into workable files