

BLYTHE E. JEWELL

EDUCATION

Bachelor of Arts, History

University of Texas at Austin
December 2004

Member of Phi Theta Kappa Honors Society.
Graduated with Honors.

TECH SKILLS

Adobe Acrobat Pro, InDesign,
Photoshop, FrameMaker

Google Docs, Sheets, Drive

Microsoft Office Suite

Salesforce CRM

Perforce, Oracle, and Agile data
management programs

Wordpress, CSS, and HTML

Multiple Content Management Systems

But wait! That's not all! I'm also...

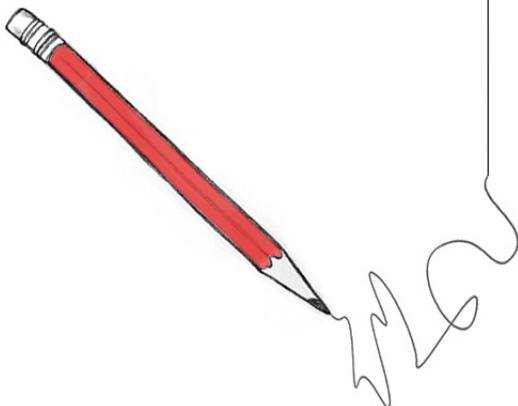
Able to create and manage editorial calendars

Proficient in numerous style guides

An award-winning, self-published
author and illustrator

Well-versed in SEO, social media promotion,
and digital marketing strategies

Organized, hardworking, friendly, creative,
collaborative...and, in general, just a super
decent human



WRITING | EDITING | STRATEGY

BEJEWELL@YAHOO.COM | CELL (512) 773-7456

[LINKEDIN.COM/BEJEWELL](https://www.linkedin.com/company/bejewell) | [BEJEWELL.ME](https://www.bejewell.me)

"Work hard. Be kind. Ask questions. Offer solutions. Think. Read. Laugh. Be honest, be brave...and always be yourself." - Me

WORK EXPERIENCE

Writer, Editor, and Content Strategist

Self-Employed, January 2008 to present

As a freelancer, I regularly consult with clients on their content strategies and delivery; provide creative concepts; collaborate on messaging; and manage communications and social media accounts. I also provide proofreading and general editing services, as well as copywriting, blog writing, and web content development. I write and edit technical documentation, and often coach writers and other content producers through their creative process.

Technical Editor and Content Specialist

Luminex Corporation, Austin, Texas

May 2013 to present

I work closely with SMEs and team members to produce accurate, effective hardware and software documentation, including manuals, help files, blogs, and web content. I perform thorough editorial reviews of documentation, translations, and outgoing communications. I'm responsible for the company's style guide - both establishing guidelines and enforcing them - and I act as a last line of defense against typos, inconsistencies, and bad tone for the Customer Experience team.

Technical Editor/Communications Consultant

Texas Department of Transportation (Contract), Austin, Texas

April 2005 to April 2011

As a contractor assigned to TxDOT, I wrote and edited web content, marketing collateral, a quarterly newsletter, educational materials, departmental communications, and more. I also managed large-scale communications projects, including agency-wide campaigns and a full-scale departmental web content rewrite/restructure.

Communications Project Manager

S1 Corporation, Austin, Texas

November 1999 to August 2002

At S1, I managed projects related to both marketing and technical communications. I led a team of writers and administrative staff to develop and maintain a customer-driven web site, user forum, and monthly digital newsletter, as well as other resources. I created and managed other projects, as well, to perfect the company's online presence and coax tech-resistant community and regional banks into an increasingly digital world.