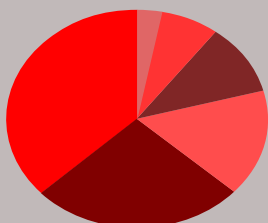


J. Alex Green

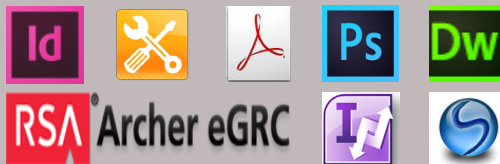
✈ Grand Prairie, Texas ✈ x.xxxx.xxxxxx@gmail.com ✈ 214.xxx.xxxx ✈

About Alex



- Write
- Edit
- SharePoint
- Baseball
- Googling
- Clash of Clans

Software



Education and Experience

Graduated
Texas Tech



Tech Writer at
Nationstar Mortgage, LLC

Promoted to Editor and
Support Team Specialist

Created and
maintained COPD
team SharePoint site.

AUGUST, 2013

OCTOBER, 2013

APRIL, 2014

JUNE, 2014

Skills

Technical Writing

- Policies / Procedures
- Reports
- Editing
- Proposal Development
- Job Search Documents
- Instructional Design
- Usability testing

Productivity / Design Software

- SharePoint
- InDesign
- Word, PowerPoint, Excel, Publisher, OneNote
- Archer Content Management
- Photoshop
- Snagit
- Camtasia

Web Design

- HTML 5
- CSS
- XML
- Dreamweaver
- Expressions

Achievements

- Promoted within 6 months of initial hire.
- Designed and maintained SharePoint site for Nationstar's Corporate Operations Policy Department team.
- Worked on team project to clone and improve SharePoint site.
- Reconciled data between SharePoint and Archer content management program.
- Created and implemented tech writer scorecard for team to improve efficiency and quality of documentation.
- Wrote and edited policies and procedures for government audits.
- Set up templates to enter technical documents into Archer content management system.
- Master new technologies quickly.

www.linkedin.com/in/j.alex.green