

PRESCILIA NDJANA

TECHNICAL WRITER

Busan, South Korea | | presciliandjanatech.com

SUMMARY

Detail-oriented Technical Writer with experience transforming complex information into clear, user-friendly documentation. Proficient in creating user manuals, operating instructions, and technical guides. Skilled in collaborating with subject matter experts to ensure content accuracy and compliance. Pursuing a technical writing certification to enhance expertise in layout design, content management systems, and technical standards.

TECHNICAL SKILLS

- Documentation: User manuals, operating instructions, SOPs, flowcharts
- Tools: Microsoft Office Suite, Atlassian Confluence, Adobe Acrobat
- Layout & Design: Document formatting, style consistency, and visual accessibility
- Languages: English (Native), French (Fluent), Spanish (Intermediate)
- Methodologies: Single-sourcing, universal design principles

PROFESSIONAL EXPERIENCE

Content Developer and Educator

August 2023 – Present

Busan Foreign School, Busan South Korea

- Developed detailed instructional materials, ensuring clarity for diverse audiences.
- Collaborated with team members to revise and enhance documentation processes.
- Ensured visual accessibility by incorporating effective layouts and formatting techniques.

Instructional Designer and Educator

August 2020 – May 2023

Rufus C. Burlison Elementary School, Dallas, Texas

- Created structured content and assessments aligned with user needs.
- Enhanced communication between teams through consistent and well-organized materials.
- Applied universal design principles to improve usability and accessibility.

EDUCATION AND CERTIFICATION

- **Technical Writing Certification** (*In Progress*)
- **Bachelor of Arts: International Relations/Strategic Intelligence**
- *Liberty University, Lynchburg, VA (December 2012)*
- **Texas Educator Certificate: Core Subjects (EC-6)** (*September 2020*)
- **K-6 Elementary Teaching License** (*April 2017*)

ADDITIONAL QUALIFICATION

- Proven ability to adapt and learn technical tools quickly.
- Strong written communication skills with a focus on clarity and detail.
- Familiarity with technical documentation standards and user-centered design principles.

SECURITY AND COMPLIANCE

- Eligible to obtain a Public Trust Clearance