



# Olivia Kabell

Technical writer, editor, and graphic designer

## Work Experience

### **Gulf Energy Information - 2022-2023 (ongoing)**

- ◆ Researched and drafted concise summaries of events in the oil and gas sector for regions around the globe.
- ◆ Edited numerous columns and highly technical articles for grammar and in-house conventions of style.
- ◆ Communicated on behalf of the publisher via email to collect drilling data and other information on industry topics.

### **Freelance - 2021-2022**

- ◆ Drafted and utilized curriculum to introduce students to a new software and its associated best practices.
- ◆ Edited a 50,000+ word manuscript for grammar and format conventions.
- ◆ Formatted a 95+ page screenplay for grammar and format conventions.

## Education

### **2023**

- ◆ MA in Technical Communication from Texas Tech University (pending Summer 2023 graduation), 4.0 GPA

### **2021**

- ◆ BA in English with Art Minor from Texas A&M University, 3.84 GPA

### **2021**

- ◆ Technical Writing Certificate from Texas A&M University

## Other Skills

- ◆ Experience with HTML and CSS editing.
- ◆ Experience with Adobe Creative Suite, particularly Illustrator and InDesign.
- ◆ Experience with Office Suite, including Word, Excel, Powerpoint, Outlook, and Teams.
- ◆ Strong grasp of English grammar and style according to the Chicago, AP, MLA, and APA manuals of style, with the flexibility to adapt to in-house styles.
- ◆ Ability to work efficiently both alone and in collaborative teams.
- ◆ Experience with logo design and design variation, as well as general document design.

## **Get in Touch:**

kabellolivia@gmail.com

[Portfolio Link](#)

[LinkedIn Page](#)

## **Awards & Other Interests**

- ◆ 2021: 1<sup>st</sup> Place Winner of Texas A&M's Science Fiction and Fantasy Writing Contest
- ◆ Strong interest in both traditional and digital art, as well as graphic design.
- ◆ Strong interest in international cultures, born from a history of living overseas for 7 years.

## **Organizations**

Phi Theta Kappa Honor Society

DAR - Daughters of the American Revolution