

MARIA FINK

Columbia Heights, MN - mei.fink.22@gmail.com - (763).313.7402 (cell) - www.linkedin.com/in/maria-fink-MSP

Summary

- Experience with editing as well as technical, professional, and journalistic writing.
 - Deeply interested in science and engineering, and able to quickly learn and understand new concepts.
 - Designed a style guide that unifies the style, format, and design of a long-standing series of books which reach an audience of 100,000+ people.
 - Served as the official English-language reporter for the Schoenstatt International Pentecost Congress in June, 2022. Conducted 6 interviews and wrote five 500+ word articles covering each day of the five-day congress.
 - Designed and presented an educational model that could be used to teach users how to manage their library material requests more efficiently.
 - Highly motivated individual interested in pursuing a career as a technical writer.
 - Strong desire to continue to learn and excel professionally through new experiences and knowledge.
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Skills

Writing and Editing

- Craft educational materials, talks, and speeches on diverse topics, tailoring them to reach a wide variety of audiences.
- Edit content for grammar, readability, and style to produce quality content that follows each project's style guide.
- Layout and format materials using publishing software to ensure consistency and adherence to project guidelines, resulting in a significant reduction in formatting time.
- Analyze online content for usability and consistent user experience.

Communication

- Over seven years of experience in professional written and oral communication.
- Coordinated the required details to bring six books to publication in fourteen months.
- Communicated effectively with senior in-house leadership and external printers and publishers.
- Planned out timelines and executed duties as needed to fulfill project objectives and deliverables and to meet all deadlines.

Customer Service

- Comfortable working with and serving individuals from a variety of ethnic and socio-economic groups.
 - Assisted library patrons with technical questions, in person and over the phone.
 - Developed exceptional technological troubleshooting skills by assisting patrons with various technology issues.
 - Supervisors relied on me as a subject matter expert in the area of technical assistance.
 - Mentored new employees in an unofficial capacity.
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Employment History

Schoenstatt Sisters of Mary, Waukesha, WI

Editor

02/2022-01/2024

Intern Writer and Editor

01/2021-01/2022

Columbia Heights Public Library, Columbia Heights, MN

Library Page

12/2016-01/2022

Education

Metropolitan State University, St. Paul, MN

Graduated 12/2021

B.A., Technical Communication and Professional Writing. Graduated Magna cum Laude.

Competencies

Authoring Tools

- Competent in using Microsoft Word, Excel, PowerPoint, and Publisher, as well as Affinity Publisher.
- Experience using APA, Chicago, and MLA format.

Content Development Tools

- Experience using Final Cut Pro, Wordpress, Wix, Articulate 360, Hemmingway, Grammarly, Trello, Canva, and Pixabay.
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Volunteer

Schoenstatt on the Lake, Sleepy Eye, MN 2018-2023

2011-2023

St. Charles Borromeo Church, St. Anthony, MN 2018-2019

2012-Present

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May 14, 2024

Dear Members of the St. Joseph Business Guild:

My name is Maria Fink, and I am excited to have this opportunity to connect with you. My goal is to become a technical writer who helps others grow through her writing, and I would like to develop in that role by using my skills for God's kingdom.

I have two years of experience as an editor and writer working for the Schoenstatt Sisters of Mary. As a member of the Sisters' small publishing company, I have worked in editing, writing, web design, content creation, and video filming and production. I designed a comprehensive style guide for their longest ongoing series of books, which reaches an international audience of 100,000+ people. Together, our 4-person team collaborated to publish and print six books in 14 months, as well as film and edit three 10–15-minute videos which were used at their annual national leaders convention in 2022.

I also have experience collaborating with individuals from diverse, multicultural backgrounds. I was the official English journalist for the international Pentecost Congress in Germany, June 2022, and I continue to work on a multinational team to plan an international youth convention.

I am very flexible and versatile, eager to learn new skills, and willing to work hard to deliver the best quality work that I can.

Thank you for your time and consideration. I'd love the opportunity to further discuss my experience with you in a personal interview. Please feel free to reach me at 763-313-7402, or via email at mei.fink.22@gmail.com, at your earliest convenience.

Sincerely,

Maria Fink