

# Noah Long

XXXX Alafaya Trail, Orlando, FL 32816, (XXX)XXX-XXXX, xxx@ucf.edu

---

Technical documentation student with diverse experience in both written and visual communication, digital media, and UX/UI design. Brings strong communication, leadership, and problem-solving skills from working as an operations supervisor.

## Education

---

Bachelor of Science, University of Central Florida, Orlando, Florida  
Major: Interdisciplinary Studies | Anticipated December 2026

## Work Experience

---

**Technical Writing Intern** | JL Consulting Group 2026

- Created and formatted user manuals using Adobe InDesign, following brand-specific style guides and layout standards
- Edited and updated technical documents based on feedback from internal teams, improving clarity and accuracy
- Worked with translated content (Spanish and French) to ensure proper formatting and consistency across documents
- Applied document design principles such as column layouts, spacing, and visual hierarchy to improve readability

**Operations Supervisor** | Addition Financial Arena (OVG) 2023 - Present

- Consistently handled valuable equipment with heavy machinery in a safe and efficient manner to maintain a zero-incident safety record
- Communicated and cooperated with clients to arrange equipment delivery
- Directed work teams to accurately complete projects to comply with specific guidelines.
- Maintained quality work in a high-stakes environment

## Skills

---

**Technical Skills:** Microsoft Office (Word, PowerPoint, Excel, Outlook), Adobe Creative Suite (InDesign, Photoshop, Animate, Premiere Pro, Acrobat), GitHub, Markdown, HTML/CSS (working knowledge for content editing and layout adjustments), Figma, Basic UI/UX Principles, Computer Animation, Game Design Concepts, Digital Content Creation

**Professional Skills:** Team Leadership, Client Communication, Operations Management, Equipment Coordination, Problem Solving, Time Management, Attention to Detail, High-Pressure Decision Making

## Certifications

---

- Forklift Certified
- Dante 1 Certified
- Microsoft Office Certified