

Lauren Spraggins

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Profile

Effective Technical Writer with a Bachelors Degree in Technical Writing with professional experience in content writing, editing and usability testing. High energy, detail oriented and able to multi-task, working on several projects simultaneously, resilient under pressure, a team player, and driven employee.

Education

Texas Tech University, Lubbock, Texas - Technical Writing, with Minor in Creative Writing, Bachelors degree, Magna Cum Laude, May 2020

Central Texas College, Killeen, Texas - 48 credit hours

New York University, New York, New York - 24 credit hours

Participated in Study Abroad Program in London, England, Fall 2015- Summer 2016.

Participated in Study Abroad Program in Munich, Germany, Summer 2019.

Learned to navigate and adapt to new cultures, and how to communicate effectively in these cultures.

Experience

Social Media Coordinator - *Properties of Baron's Creek, Fredericksburg, Texas - 2022- Current*

Created and coordinated content for posting on Instagram for two Short Term Rental properties, wrote captions for posts, created and posted stories for each page, monitored each page, gathered content, participated in Social Media training, proofread, edited various documents and content.

Administrative Assistant - *VEI Consulting Engineers, Fredericksburg, Texas - 2022- Current*

Operated large scale printers, as well as various applications necessary to print various official plans for various clients. Wrote and translated engineering documents to common language. Proofread, edited, performed all front desk customer service and administrative tasks.

Social Media Coordinator - *ACRE/Fredericksburg Texas Online, Fredericksburg, Texas - 2020-2021*

Created and coordinated content for posting on all Social Media platforms for 6 company pages (Absolute Charm Real Estate, Absolute Charm BnB, Fredericksburg Texas Online, Princess Coco, ACRE Land & Ranch, Bijou), wrote captions for posts, created and posted stories for each page, monitored each page on all platforms, wrote blog posts, gathered content, corresponded with sponsors, participated in Social Media training, created TikTok posts, visited sponsors to gather sponsors content, wrote property descriptions, gathered new sponsors, expanded the website, proofread, edited various documents and content.

Ghost Writer - *Client, Remote - 2020-2021*

Assisted the client in writing and organizing their book, attended meetings, aided in direction, edited, gave suggestions, proofread, helped define points, and continue to aid in the editing and writing process.

Marketing Coordinator - Grape Creek Vineyards/Wine Road 290 - 2019-2020

Learned and researched company wines, as well as serving customers to learn public opinion of wines. Learned customer service, and about the wine industry from growing to bottling to selling and tasting. Posted on social media platforms, proofread and edited, created content, wrote captions, researched local businesses to promote, acquired new sponsors, met with industry professionals for training and furthering education regarding marketing and wine.

Website Designer - VEI Consulting Engineers, Fredericksburg, Texas - 2020

Built and designed a website for a professional business, collaborated with a client to design an effective website to their specifications, photographed, compiled and displayed photos and text to enhance business and services, wrote and edited text for site, conducted research, benchmarked and ran usability tests.

Usability Intern - Texas Tech University, Lubbock, Texas - 2020

Usability Internship with University Professor, coded information from past usability tests, completed training to work with human subjects, completed training to perform usability tests, conducted usability tests of multiple websites through a University course.

Website Designer - Antelope Creek Farms, Lometa, Texas - 2020

Built and designed a website for an event venue, collaborated with a client to design an effective website to their specifications, photographed, compiled and displayed photos and text to enhance venue, wrote and edited text for site, conducted research and benchmarked and ran usability tests.

Technical Writer – Absolute Charm Wine Tours, Fredericksburg, Texas - 2017

Wrote blog entries, Used collaboration skills working with clients, researched topics, attended events and interviewed potential winery candidates for content gathering. Coordinated photography and text to best promote the client and business using skills in written communication and digital technology.

Foreign Language Teacher - Heritage School, Fredericksburg, Texas 2017-2018

Used critical thinking and problem solving skills to create an interactive learning environment to facilitate interest and enhance learning of the Latin language. Able to organize, obtain, interpret and use knowledge and facts while demonstrating originality and inventiveness. Demonstrated an effective use of written and oral skills when writing lesson plans, designing handouts, exams and in-class activity, corresponded with parents and students live and electronically. Facilitated student's proficiency in reading and writing the Latin language, as well as gain a better understanding of Greek and Roman culture.

Dance Teacher - Tutu Cute Dance Studio, Fredericksburg, Texas 2016-2018

Able to leverage the strengths of others to achieve common goals while teaching technique classes in Ballet, Tap, and Jazz. Choreographed winning competition dances and worked with students individually and in teams to prepare for competitions. Extensive use of oral communication collaborating with parents, other coaches and choreographers. Demonstrated ability to control and manage conflict in high pressure situations. Can empathize with students to guide and motivate their work.

Technical Writer - Tall Elizabeth, Fredericksburg, Texas 2015-2017

Collaborated with client using oral and written communication skills to design and articulate the custom blog. Used digital technology to aid client identify desired aesthetic, as well as created written and visual content.

Retail Manager - Beulah's, Fredericksburg, Texas 2013-2014

All aspects of retail operations, including retail sales and store operations, open and closed the store, used retail applications and technology, aided in inventory, customer service, and salesmanship.

Skills

Proficient in Microsoft Word, Apple Productivity Suite, CPR & TABC Certification
Experience using HTML, CSS, Adobe Dreamweaver