



Andrew Iwahashi

WRITER AND EDITOR

Phone Number

408.516.6233

Email

iwahashi.andrew@gmail.com

Linkedin

www.linkedin.com/in/andrewiwahashi

SUMMARY:

Andrew is a versatile writer and editor experienced in various types of writing including technical writing/editing, document page design, digital content writing, grant writing, and literary analysis. He has experience with researching, writing, editing, and managing diverse writing projects. Andrew can work both independently and collaboratively in finding efficient and effective solutions to problems and tasks.

SKILLS

Technical writing and editing

Instructions writing

Digital content writing

Technical research

Interpersonal and oral communication skills

Detail-oriented

Formatting and page design skills

Experience with Microsoft Word and Wordpress

Ability to multi-task and manage deadlines successfully

Ability to listen carefully, learn quickly, and solve problems

PORTFOLIO

andrewiwahashi.com

EDUCATION

Bachelor's Degree in English (Technical and Professional Writing)

Indiana University East

Collegiate experience in a wide range of writing disciplines including technical writing/editing, content writing, page layout design, formal report writing, nonfiction, blog writing, literary analysis, etc.

Dean's List (GPA 3.98)

RECOGNITION

Celebration of Student Writing, Indiana University (2021-2023)

Received three consecutive nominations and awards for outstanding performance in writing with selected works published in the Indiana University Pressbook).

REFERENCES

Dr. Brian Brodeur, PhD

Professor of English, IU East

Prof. Melissa Blankenship, MA

Professor of English (Creative Writing & Nonfiction)

EXPERIENCE

Technical Writer/Editor/Productional Specialist (University of Washington)

January 2023-September 2023

Responsible for planning, drafting, editing, strategizing, and designing technical content in the form of three major individual and team deliverables. Refined deliverable content, style, organization, and formatting according to thorough audience analysis and usability testing. Practice with live team meetings and prompt execution of tasks to meet deadlines.

Freelance Technical Writer and Editor

2021-Present

Worked with various nonprofits to produce technical documentation from scratch including drafting technical copy, page design, formatting, etc. Worked on a variety of projects including grant writing, editing of official policies/procedures documentation, developing large-scale project instructions, website content and organizational development, etc. Responsible for proofreading, editing, and offering constructive suggestions in content, style, organization, and formatting. Experience with tactful and effective verbal communication for suggested edits and information gathering.

Sales Associate

2018-Present

Heaney Violins

Worked with assisting and managing the retail sales of fine violins, cellos, and violas. Conducted extensive work with customer rapport, client satisfaction, clarity and transparency in articulation, persuasiveness, etc. Proficiency with customer/client relations, marketing techniques, and accurate documentation/record-keeping. Became a proficient sales person by observing, asking the right questions, and quickly adapting and synthesizing new information and practices.

Music Therapist & Hospital Volunteer

2014-2015

Tsugaru Sanikuiin, Aomori, Japan

Worked directly with hospital management, staff, and volunteers to assist in providing music therapy to patients in an in-patient and out-patient ward, hospice, and nursing home. Amid the language and culture barrier, exercised an immense level of personal creativity, resourcefulness, and ingenuity to develop new initiatives and enterprises for the hospital. Gained immense experience in navigating and optimizing communication for projects despite being in a foreign environment.

Team Member

Whole Foods Market

Worked with a large team of coworkers to prepare, stock, replenish, clean, and serve food in the prepared foods department of Whole Foods Market. Understood and executed the importance of adhering to the high standards of company protocol, decorum, and policy. Learned many unfamiliar tasks on the job by asking pointed questions to seasoned workers.