Breayona Bennett

Email: breayona.reed@gmail.com | **Phone:** (309) 373-5433 | **Portfolio:** breayonabennett.com

Education

Master of Science, Technical Communication May 2023
Minnesota State University, Mankato Mankato, MN
Specialization: Visual Communication

Bachelor of Science, Technical Communication May 2018
Iowa State University Ames, IA
Specialization: Web Design/Programming

Skills

Document Design: Adobe Creative Suite (Acrobat, Illustrator, InDesign, Photoshop),
Microsoft Office (Excel, Outlook, PowerPoint, SharePoint, Teams, Visio, Word),
Google Drive Tools (Docs, Sheets, Slides)

Structured Authoring: DITA XML, IXIASOFT DITA CMS, XDocs

Web Design & App Development: WordPress, HTML, CSS, JavaScript, Bootstrap, Power
Platforms (PowerApps, Power Automate)

Work Experience

Quality Excellence Technical Writer (Contract) Sept 2023–Sept 2024
Sherwin-Williams: Minneapolis, MN
- Overhauled information architecture and site navigation of divisional SharePoint site
- Planned and conducted three small-scale usability tests to improve divisional SharePoint site
- Developed several low-code business solutions with Power Apps and Power Automate to streamline and standardize communication
- Wrote and edited procedural documentation in conjunction with SMEs

Communications Intern May 2021–Jan 2022
North Risk Partners: Plymouth, MN
- Created various deliverables (e.g. advertisements and sales materials) according to branding guidelines
- Created and edited content on SharePoint intranet site

Owner/Freelance Graphic Designer Mar 2020–Present
Principle Designs (principledzns.com): Apple Valley, MN
- Created logos, graphics, flyers, invitations, and other print materials

DITA Technical Writer (Contract) Feb 2019–Jul 2019
Emerson Automation Solutions: Shakopee, MN
- Converted approximately 4000 pages of content from Adobe FrameMaker to DITA XML using XDocs and Oxygen

Associate Technical Writer (Contract) Dec 2018–Jan 2019
Brooksource: Bloomington, MN
- Created and edited process and procedural documentation
- Created workflows and flowcharts using Microsoft Visio