

MARWAH ABUHANDARA

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<https://mabuhandara.weebly.com/>

SUMMARY OF QUALIFICATIONS

- Excellent written & communication skills
- Excel in teams as well as independently
- Detail-oriented and Multitasker
- Work well in a fast-paced environment
- Strategic planner and creative thinker
- Advanced skills in Microsoft Word and PowerPoint

EDUCATION

University of Texas at Arlington

Bachelor's of English with minors in Technical Writing and Professional Design and Creative Writing

Graduated: May, 2022

Bachelor's GPA: **4.0**

Awards, Organizations, and Leadership

- Graduated with the highest Latin honors, Summa Cum Laude.
- Recognized in the August 2019 -May 2022 Dean's List for full-time students who maintained a GPA of 3.75 or higher.
- First undergraduate to ever present research at the Symposium for Communicating Complex Information Conference, March 2022
- First place Public Winner for the poetry category in the Long Story Short Award Competition, 2020
- Published my poem, "[*The Simply Styled Woman.*](#)" on Short-Edition, and short story dispensers in Ivy-League and top-tier universities domestically and globally, 2020
- Presented at the Spring 2021 University of Texas at Arlington College of Liberal Arts Graduation commencement ceremony.
- Member of the Phi Kappa Phi Honor Society
- Spanish Excellence in Academic Achievement, 2020

WORK EXPERIENCE

Writing Consultant/Receptionist for The University of Texas at Arlington's Writing Center

January 2022-Current

- Reviewed for clarity, conciseness, grammar, formatting, and delivery on projects for a diverse number of clients, yielding an effective, deliverable product.
- Analyzed technical documentation by consulting with students to produce content that followed various formatting styles including APA, MLA, and Chicago Manual Style on various online modalities (Microsoft Word, Excel, and PowerPoint).
- Produced handouts and pamphlets on helpful organization, formatting, style tips to enhance student learning outcomes.
- Interviewed tutors and performed assessments on client feedback to identify common needs of information for a diverse range of students including ESL, nontraditional older students, and international clients.
- Developed workshops on navigating online modalities and created handouts, videos, and posters to break down information in a clear, concise, and understandable tone.
- Traveled and presented research on the effects that COVID-19 had on UTA's large population of nontraditional students, with a focus on the older generation, and how to implement resources and workshops to provide them with greater collegiate success at the SCWCA Conference at Texas Tech University in March 2023.

Content Developer and Technical Writer for The University of Texas at Arlington's English Department

January 2022-May 2022

- Contributed edits to produce a university textbook that broke down technical communication in a conversational and understandable tone that is inclusive, diverse, and universally accessible that can be followed by a wide range of end-users.
- Conducted in-depth research of text and materials in university textbooks and received feedback from surveyed students to implement UX and UI elements into our textbook design.
- Contacted publishers, organized interviews with individuals from diverse industries (in-person and online), and led round table talks on topics pertaining to technical communications, design, professionalism, and inclusivity.
- Analyzed data from collected research and presented proposals/presentations to produce user-centered content for the textbook.
- Traveled and presented about the need for inclusivity, diversity, and equity within the production of university textbooks at the Symposium for Communicating Complex Information Conference at Old Dominion University in Virginia.

Content Creator/Copy Editor for Thriveonlife startup company

May 2020-May 2021

- Edited various forms of writing (blogs, captions, podcast scripts) to ensure a marketable delivery of health, consulting, and entrepreneurial content of the company.
- Interviewed clients and focused on major points during the conversation to develop personalized material and content catered to their company and individual needs.
- Coordinated events, interviewed guest speakers, hosted round table talks on various subjects, and reviewed them on social media platforms (Instagram, Twitter, Youtube, etc.)

Substitute Teacher for The Islamic School of Irving

August 2018- August 2020

- Created lesson plans catered to numerous grade levels and various course subjects (K-12).
- Simplified complex content into interactive and visible elements that broke down information on multiple subjects and grade levels.