Callie Susanne Towler

www.callietowler.com

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Education

B.A. English: Creative Writing, with Honors, GPA 3.56   May 2014
B.A. Theatre & Cinema, with Honors, GPA 3.62   May 2014
Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Professional Experience

Technical Editor
Ntrepid Corporation, Herndon, Virginia   (2017–present)
- Created and maintained user guides, administrative guides, and quick start guides for portfolio of cybersecurity products
- Edited and formatted technical usage reports on all company products to be reported to the company CEO and President
- Regularly interfaced with technical program leads and project managers to ensure usable and accurate documentation and to provide feedback on product updates
- Trained incoming technical writers in Adobe InDesign, in-house style guide, JIRA, OwnCloud, and Confluence
- Managed technical documentation team as needed

Technical Writer and Editor
Bowhead Science and Technology, Dahlgren, Virginia   (2014–2017)
- Generated and formatted sensitive documents regarding emerging Naval technology
- Created technical usage reports for Naval research
- Created technology briefs for government customers
- Supported multiple government programs during research and testing phases during development of new devices

Related Experience

Event Director & Host, *11th Annual Progeny Film Festival*   (2014)
Event Director, *24 Hour Theatre*, Theatre Project/Live Performance   (2014)
Script Supervisor and Casting Director, *The Dream Interpreter,* Film   (2013)
    Edited script, oversaw professional film's adherence to the script
    Film was accepted to Cannes Film Festival in Cannes, France
Multi-Media Designer, *Die Schöne Müllerin Song Cycle,* Live Performance (2013)
Stage Manager, *Behind A Stranger's Face,* Live Performance   (2012)
Projections Designer, *Blinded,* Live Performance   (2013)

Software Proficiency

Certified in Adobe InDesign
Proficient in Microsoft Office 2019 Suite, Adobe Acrobat, JIRA, Confluence, SharePoint, OwnCloud, iMovie
Experienced in Adobe Photoshop, Final Cut 7, Adobe Premiere, Adobe Story

Activities And Honors

Sigma Tau Delta   (2013–2014)
Student Dean-Selection Committee   (2014)
ePortfolio Showcase   (2014)
Association of Movie Productions Club of Virginia Tech   (2011–2014)
    President (2013–2014), Member (2011–2014)
School of Performing Arts Student Advisory Team   (2013–2014)
Theater and Cinema Focus Ambassador   (2013–2014)