Emma Luthy

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Portfolio: emmaluthy.com

Experience

Technical Writing Intern - Kaiser Permanente **June 2023 - Present**

- Collaborated with subject matter experts to develop and edit medical data dashboard user guides, enhancing the clarity, conciseness, and overall quality of documentation to provide users with comprehensive guidance.
- Collaborated with subject matter experts to develop metric documentation for medical data dashboards.

Graduate Assistant - English Department, Portland State University **Sep 2022 - June 2024**

- Acted as instructor-of-record for one introductory writing class per term for a total of four terms.
- Developed syllabi, assignments, lesson plans, and activities, as well as facilitated class discussions for 20+ students.
- Acted as a consultant in the PSU Writing Center, working with individual students on various writing projects.

Senior Quality Assurance Specialist - Dealer Spike **Aug 2019 - Sep 2022**

- Checked website content, link structure, SEO best practices, and marketing emails to ensure a high level of quality.

Designer and Copy Editor - Buckmxn Publishing **Jan 2019 - Aug 2019**

- Used Adobe InDesign to format manuscripts into books for print, as well as created visually appealing covers.
- Copyedited manuscripts.

Marketing Intern - Overcup Press **Apr 2019 - June 2019**

- Prepared social media content for Instagram and Twitter to market previously and newly released titles. Wrote content for the online blog.
- Conducted marketing research for newly acquired titles. Prepared information into reports and presented information to the rest of the team.

Editorial Intern - *Portland Monthly* Magazine **Sep 2018 - Dec 2018**

- Fact checked articles written by staff writers, using online research and phone interviews with subject matter experts. .
- Pitched article ideas and wrote articles for the print magazine and online blog.

Education

Master of Arts, Professional and Technical Writing **June 2024**
Portland State University

Bachelor of Arts, English Literature **Dec 2017**
Minors in Writing and Education
Portland State University