Paige Popovich
paige.popovich@gmail.com • (713) 823-8995 • paigepopovich.com

WORK EXPERIENCE

Monolithic Power Systems, Inc.   **Kirkland, WA**
Marketing Technical Writer   (Aug 2019–Present)
- Interviewed subject matter experts to create easy-to-follow social media posts, as well as technical articles and website detail pages.
- Coordinated with 12 product lines daily to effectively prioritize all time-sensitive projects and requests sent to the technical writing team.
- Led a content creation program to publish 20 articles annually. Edited technical articles for desired audiences and worked with notable publishers in the industry for online and traditional publications.
- Edited, created, and proofed B2B and B2C content including global product releases, datasheets, reference designs, application notes, and newsletters.
- Defined a consistent style guide for technical documents to prevent inconsistencies, then promoted the style guide and brought current and future documentation into compliance.
- Created and refined internal manuals and documentation to effectively integrate new team members.

West Elm   **Bellevue, WA**
Social Media Associate, Sales Associate   (Oct 2016–Aug 2019)
- Led West Elm Bellevue's Instagram account, which included creating, captioning, and editing all 5–7 weekly posts to raise customer engagement by 15%.
- Followed data analytics and discovered creative ways to engage followers online via storytelling while promoting products, sales, and nationwide store events.
- Provided a superior shopping experience for customers and contributed to team sales goals by collaborating with other employees to handle all escalated issues and product questions.
- Created engaging displays to welcome new and recurring customers to the store.

EDUCATION

University of Washington   **Seattle, WA**
Certificate in Technical Writing   (2018–2019)

University of Houston   **Houston, TX**
Bachelor of Science in Biology, Minor in Medicine and Society   (2012–2016)
Graduated Summa cum Laude, Member of the Honors College

SKILLS

- Technical writing
- HTML
- Copywriting
- Content creation
- Python
- Social media
- Customer relations
- Confluence

- Microsoft Office
- Digital art
- Adobe Create
- Creative writing
- JIRA
- Storytelling
- Collaboration

ADDITIONAL EXPERIENCE

- Ran a webcomic that has been shared over 10,000 times and translated to Portuguese.
- Self-published three novellas.
- Led team of researchers to create a storybook to teach young patients about immunotherapy.