

# Amanda Butler

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## Experience

### Editor | Woodland Publishing

(November 2015 – Present)

- Read, evaluated, and revised all publications and marketing materials through:
  - Copyediting, writing, and indexing,
  - Proofreading for content, length, format, and grammar
- Developed incoming manuscripts with authors
- Oversaw and performed all duties pertinent to design of publications
- Coordinated pre-press and printing needs for all publications with printer

### Freelance Writer | My City Journals

(September 2015 – Present)

- Wrote 4 - 6 stories each month for Local Life section of Midvale Journal

### Technical Writer | BioFire Diagnostics

(October 2012 – November 2015)

- Wrote and edited regulatory submissions
- Wrote and edited product literature and technical manuals
- Managed documentation for regulatory submissions

### Validation Specialist | Nelson Laboratories

(September 2010 – October 2012)

- Wrote and edited technical protocols, reports and executive summaries in compliance with regulatory requirements
- Simultaneously managed several complex projects in a demanding, fast-paced environment

### Quality Control Technologist | ARUP Laboratories

(May 2004 – September 2010)

- Wrote and revised technical procedures for the laboratory
- Collected, compiled, and analyzed raw data to create reports

### Laboratory Technician | Biochemistry Department, University of Utah

(April 2003 – May 2004)

### Laboratory Technician | Huntsman Cancer Institute

(October 2002 – March 2003)

## Education

### M.S., English - Technical Writing

Utah State University, May 2013

(GPA: 4.0)

### B.S., Biology

Utah Valley University, August 2002

(GPA 3.6)

## Skills and Knowledge

### Technical Documentation

- Writing and editing a wide variety of documents for multiple audiences
- Document design
- Managing regulatory submissions
- Writing technical instructions and manuals
- Writing reports

### Computer

- Microsoft Office Suite (expert)
- HMTL/XHTML (intermediate)
- InDesign (intermediate)
- Sigil (intermediate)

### Regulatory

- Knowledge of current GLP, GMP, GDP, and GTP regulations

## Volunteer Work

### Staff Writer | Jung Society of Utah

(June 2015 - Present)

- Wrote blog posts
- Created process documents

### Utah Events Coordinator | Rocky Mountain Chapter, American Medical Writers Association

(May 2013 - May 2015)

- Planned events and meetings for chapter

## Memberships

American Medical Writers Association

(2011 - present)