

# ROSS SHELTON

## TECHNICAL WRITER

Full name	Ross Windley Shelton	Address	5846 Sherier Place NW
Email	ross@rwshelton.com		Washington, DC 20016
Website	www.rwshelton.com	Phone	(707)364-7390

---

### WORK EXPERIENCE

01/2022 -  
PRESENT

#### **Military and Veterans Resource Center, GU**

Office Process Coordinator

Developed process guides for new hires on data entry and application accounts setup.

10/2018 -  
04/2020

#### **Recreation Equipment Inc.**

Order Fulfillment Specialist

Managed order fulfillment via multiple programs, ensuring timely execution and delivery.

08/2006 -  
07/2016

#### **United States Coast Guard**

Electronics Technician, Second Class

Used technical manuals and documentation to install and maintain electronic equipment.

---

### EDUCATION

08/2021 -  
PRESENT

#### **Masters in Engaged and Public Humanities**

Georgetown University

01/2022 -  
02/2022

#### **Become a Technical Writer**

Earned certificate in "boot-camp" style course, taught by a distinguished technical writer.

Created a sample Salesforce user guide, a public notice poster, and edited an e-book.

06/2019 -  
06/2021

#### **Bachelor of Arts in Philosophy with Honors**

University of California, San Diego

Magna Cum Laude; E.P.A. Memorial Fellowship  
GPA: 3.91

---

### SKILLS

P = PROFICIENCY

F = FAMILIARITY

- Microsoft Office Suite (P)
- Confluence (P)
- SnagIt (P)
- WordPress (P)
- Canva (P)
- Salesforce (P)
- Adobe FrameMaker (F)
- Python (F)