



# QUINCCI LI

WRITING PORTFOLIO



# TABLE OF CONTENTS

Introduction

Mission

Resume


Qualifications/  
Skills

Portfolio

# INTRODUCTION



Hi! My name is Quincci. I am originally from Calgary, Alberta but moved to Ontario to pursue my education and interests. I recently graduated with a technical communication certificate from Seneca College. This program has provided me with the necessary skills needed to create high level documentation and to successfully integrate into the workforce. Even after graduating, I continue learn from new experiences and seek out opportunities to improve my writing.



# MISSION

I have previous experience working and volunteering in the education field. This has made me more passionate about connecting with people of different backgrounds and ages. My experience also encouraged me to value empathy and inclusivity in my writing. I am still new to the technical writing career, but my education and transferable skills will allow me to easily adapt in any company.

# RELEVANT EXPERIENCE



# QUALIFICATIONS/ SKILLS

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## IMPORTANT SKILLS I HAVE AS A TECHNICAL WRITER

- Collaborate with SMEs and coworkers
- Use industry standard technical writing software and tools
- Create whitepapers
- Use technical writing best practices when creating documentation
- Create style and user guides
- Conduct usability research and create UX designs
- Create hardware and software documentation
- Conduct readability and accessibility tests

## MY TRANSFERABLE SKILLS

- Strong interview skills
- Willingness to adapt, learn, and improve
- Strong teamwork skills and can collaborate with various people
- Ability to treat others with empathy
- Adaptable and eager to embrace change



# PROJECT PORTFOLIO

This is a collection of my three biggest writing projects to date. Each of these projects showcase my technical writing knowledge and skills.

WHITEPAPER

4THEWORDS USER  
GUIDE

# GENE-EDITING WHITEPAPER

This whitepaper focused on the benefits of gene-editing in an agricultural context. The goal of this writing project is to practice using features of Microsoft Word and utilize the best practices of technical writing. The whitepaper uses tasks, procedures, and references to convey technical information.

Overall, the research process was straightforward, but next time I will consider the Flesch-Kincaid readability test more often during the writing process. Using the Word features, I was able to edit my writing to a more appropriate readability level

Click on the image to see the whitepaper in more detail.



# 4THEWORDS USER GUIDE



**Portfolio Pieces**

The main goal of this writing project is to use Adobe Framemaker and technical writing best practices to create a user guide for a software. Therefore, this project is an opportunity to learn more about Framemaker features and how to format a user guide correctly.

There are many different components to creating a user guide, and it was difficult to use a new software while also being detailed-oriented about the format.

Click on the image to see the user guide in more detail.