

# STARLABRANCHE

## Technical Writer – Secret Clearance

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### PROFESSIONAL SUMMARY

Cleared Technical Writer and Proposal Specialist with over 10 years experience in technical writing and 7 years of experience delivering compliant DOD and federal documentation. Proven track record collaborating with SMEs, end users, engineers, and PMOs across agencies. Fully versed in Microsoft Suite, Agile methodology, Adobe Suite, and structured document lifecycles.

### SKILLS

- |                               |                    |                       |
|-------------------------------|--------------------|-----------------------|
| • Microsoft Office Suite      | • Google Suite     | • Trello              |
| • Adobe Suite                 | • Notion           | • Project management  |
| • Confluence/Jira             | • Document control | • Proposal management |
| • SME Interviews              | • MS SharePoint    | • Content management  |
| • Writing, editing, reviewing | • WordPress        | • Presentations       |

#### Senior Proposal Coordinator

Sep 2025 – Present

Hazen and Sawyer, Dallas, TX

- Producing proposals for various firm projects, including gathering statements from engineers, then outlining, designing, and editing the final product.
- Working intensively with Adobe InDesign and other products in the Adobe Suite to create proposals and edit materials.
- Managing proposal timelines and requirements to ensure all elements of the proposal are met and included.
- Updating and managing project sheets and staff resumes to keep information accurate and current.

#### Senior Documentation Specialist – Secret Clearance

Feb 2024 – Sep 2025

ASM Research, Fairfax, VA

- Authored, edited, and maintained technical artifacts, including CONOPS, Runbooks, and Configuration Guides, supporting Defense Logistics Agency (DLA) systems and personnel.
- Took detailed meeting minutes for senior-level meetings.
- Collaborated on templates, articles, and guides to produce accurate and well-rounded content for Defense Logistics Agency (DLA) contractors and personnel.
- Conducted peer reviews on content and provided detailed feedback for each document.
- Created and presented PowerPoint presentations for information sharing and training.
- Wrote, edited, and gathered information for RFPs (Request for Proposals).

#### Technical Writer II – Secret Clearance

Jan 2022 – Feb 2024

HII: Mission Technologies, Norfolk, VA

- Created and edited technical documents for various projects throughout the Navy’s educational training

organization, Navy Continuous Training Environment (NCTE).

- Managed documentation workflows and issue tracking via Jira and Confluence.
- Standardized document templates and archiving workflows, and reduced document filing errors.
- Wrote and managed Confluence pages to keep the team organized and track complex tasks.

### **Technical Writer I – Secret Clearance**

*Sep 2019 – Jun 2021*

Chugach Government Solutions, Chesapeake, VA

- Wrote and reviewed documents for consistency, readability, and accuracy.
- Generated document templates to help ensure document uniformity.
- Formatted, edited, and finalized several styles of documents including CONOPS, Standard Operating Procedures (SOPs), Walkthroughs, and Troubleshooting Guides.
- Collaborated with team members, including Subject Matter Experts (SMEs), software engineers, other technical writers, and the Program Management Office (PMO).

### **Content Marketing Specialist**

*May 2016 – Sep 2019*

ECPI University, Virginia Beach, VA

- Produced blog content which saw university website view rate increase consistently, year over year.
- Managed and directed writers to produce usable content for blogs from four different brands.
- Posted approximately 18 blogs per week on four different websites.
- Used both Drupal and WordPress daily to manage and coordinate blog postings.
- Assisted Social Media Specialist with event coverage, as well as social media content.

## **EDUCATION**

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### **Bachelor's Degree in English**

*May 2008*

Mary Baldwin University, Staunton, VA

### **Bachelor's Degree in Business Administration**

*Jul 2017*

ECPI University, Virginia Beach, VA

## **CERTIFICATIONS**

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- HubSpot Search Engine Optimization Certification
- HubSpot Inbound Marketing Certification
- HubSpot Content Marketing Certification