

Patrick Olszewski

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Education

University of Massachusetts Amherst, May 2022

Commonwealth Honors College

Bachelor of Arts: English, GPA: 4.0

Professional Writing and Technical Communication Certificate

Creative Writing Specialization

Relevant Experience

EBSCO Learning, fully remote

Freelance Writer, February 2025 – Present

- Write and distill newly published business books into 2000-word summaries and reflection questions
- Read, analyze, and compress books into digestible, academically oriented articles for business professionals
- Adhere to specific style guides for copywriting summaries and collaborate with copy-editing team when needed

Thomson Reuters, fully remote

Content Specialist Contractor, February 2025 – June 2025

- Proofread confidential accounting documents to save months of time for existing content team
- Transcribed accounting content in SharePoint from Word to XML across multiple XML databases
- Reviewed Word compares, text compares, and AI assessments before manually proofing XML

Pragma, fully remote

Technical Writer, September 2022 – December 2024

- Managed and built B2B and B2C oriented technical blog from scratch for SaaS using Hugo-deployed XML
- Produced tech blog articles and documentation consistently on site's top ten most viewed pages
- Scripted, recorded, and produced 4 video tutorials using Premiere Pro with 2K total views on YouTube
- Collaborated and interviewed engineers to rewrite and reorganize 3 entire features' out-of-date docs
- Coordinated with cross-functional and international engineers in CI/CD pipeline, Pivotal, and Agile environment
- Designed accessible and brand-specific flowcharts, diagrams, and visual content for tech blog and docs
- Consulted with product, sales, social media, and marketing teams to plan content strategies and style guides

Technical Writer Intern, May 2022 – August 2022

- Wrote and edited company's first ever collective series of 3 technical blog articles with lead technical writer
- Assisted writing release notes, FAQ tickets, documentation reviews, and other UX and docs copy
- Composed entirely original 30 second musical jingle for Pragma video tutorials using Studio One

Artspromo, Northampton, MA

Social Media Strategist Intern, February 2021 – May 2021

- Managed content creation, social media strategy, and news copy for clients with 1-100K social media followers
- Researched clientele to honestly represent clients' stories and achieve consistent 1K+ user engagement
- Organized virtual events and broadcasting schedules using content calendar management programs

Jabberwocky, Amherst, MA

Fiction Editor & Copy Editor, January 2021 – May 2021

- Collaborated with fiction, poetry, digital media, and non-fiction editors for student university literary publication
- Critiqued, reviewed, and copy-edited 30 student fiction submissions for quality, formatting, and grammar

Skills & Software

MadCap Flare, Premiere Pro, Photoshop, InDesign, Illustrator, HTML, CSS, XML, JSON, Markdown, Python, Kotlin, Git, Jira, Pivotal, Google Suite, Adobe Creative Suite, Microsoft Office, SharePoint, Social Media, Audio Engineering, Writing, Editing, Proofreading, User Experience, Independence, Collaboration, Communication