

# NAOMI STALLER

## TECHNICAL EDITOR, WRITER, DESIGNER

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linkedin.com/in/naomi-staller digital portfolio: ellipsesedge.com

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### PROFILE

Skilled in creating and refining verbal and design content, my objective is to use my English skills at the place where education and publishing intersect: in digital, physical, and visual learning materials.

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### EDUCATION

#### INDIANA UNIVERSITY – EAST.

Bachelor of Arts, English.  
Concentration: Technical and Professional Writing.  
Degree completion: Dec '25.

#### IVY TECH COMMUNITY COLLEGE.

Associate of Arts, Liberal Arts.  
Phi Theta Kappa member.  
American Honors member.  
Dean's List.

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### SKILLS

Adobe InDesign/Acrobat.  
Microsoft Office.  
AP, APA, CSE, and MLA styles.  
Spanish (Intermediate).  
HTML/XML (Beginner).

Detail-oriented.  
Self-motivated.  
Collaborative.  
Organized.

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### RELEVANT COURSEWORK

Digital Writing  
Technical Editing  
Professional Writing Skills  
Advanced Technical Writing  
Technical Report Writing  
Writing in the Sciences  
Critical Practices

### WORK EXPERIENCE

#### YMCA OF GREATER FORT WAYNE

at **Oakview Elementary School.**

*Site Assistant, Sep '23 – June '24.*

- » With site director, supervised up to 35 children, ages 5-10.
- » Fostered the YMCA's four core values: respect, honesty, caring, and responsibility.
- » Ensured children's safety and responded to physical, emotional, and social distress.

#### WOMEN'S HEALTH ADVANTAGE.

*Concierge, Sep '20 – Aug '21.*

- » Checked patients in and out, processing payments and scheduling appointments.
- » Built patient profiles.

#### WALMART.

*Online Grocery Pickup Department Manager, Apr '19 – Sep '20.*

- » Led a team of 25 to ensure customer orders were filled on-schedule.
- » Monitored quality of items picked for orders.
- » Answered customer questions or concerns.

*Training Coordinator, Oct '17 – Apr '18.*

- » Facilitated new employee training.
- » Supervised on-going training for long-standing associates.
- » Monitored food safety examinations for management.

*Online Grocery Pickup Associate, Sep '18 – Apr '19.*

- » Filled customer orders.
- » Resolved customer questions regarding missing or faulty orders.

*Front End Associate, Apr '17 – Oct '17.*

- » Assisted customers at self-checkout and traditional register.
- » Processed financial transactions at customer service.

#### LEGACY'S HALLMARK.

*Assistant Manager, Jan '16 – Apr '17.*

- » Assisted customers with merchandise or transaction concerns.
- » Handled daily deposits and processed bi-weekly payroll.
- » Communicated with suppliers regarding damaged shipments.

*Store Associate, Aug '12 – Jan '16.*

- » Fulfilled opening and closing duties.
- » Processed new merchandise, creating technical descriptions and ensuring database accuracy.