

Kate Toporski

Associate Technical Writer

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PROFESSIONAL EXPERIENCE

Associate Technical Writer

Salesforce | San Francisco, CA | July 2017 - Present

- Writes clear, engaging, educational documentation to best service our customer base, as well as our employees
- Works with a variety of engineering teams, including Security, Platform, Trailhead, and Einstein (AI technology)
- Coordinates team social and volunteer events to best utilizes our passions and strengths

Content Creation Intern

Michigan Engineering's Center for Entrepreneurship | Ann Arbor, MI | August 2015 - July 2017

- Attended events, interviewed students and faculty, and wrote stories surrounding entrepreneurship and innovation
- Created and managed all social media accounts and platforms, including coordinating campaigns with other departments

Special Projects Documentation Intern

Salesforce | Indianapolis, IN | June 2016 - August 2016

- Researched, wrote, and edited technical documentation for engineers internally and externally
- Edited and wrote nearly 1,000 documents to meet current style guide standards

Social Media & Marketing Intern

Shane Camps and Diet Resorts | Liberty, NY | February 2015 - August 2015

- Created and managed all social media accounts and platforms, including working as the camp photographer
- Coordinated with camp executives to increase online marketing efforts and outreach
- Began a weekly blog series to show the successes and health of campers, alumni, and staff members

Digital Content Coordinator

Living Water Ministries | New Era, MI | June 2015 - August 2015

- Interacted with camp staff, executives, campers, and parents to share the latest camp news and activities
- Created and managed all social media accounts, including the monthly newsletter and weekly blog series

EDUCATION

Bachelor of Arts | *Communication Studies, Writing, and Community Action & Social Change, April 2017*
University of Michigan- Ann Arbor, MI

Professional Certificate | *Technical Communications, Expected December 2018*
University of California- Berkeley, CA

AWARDS & FELLOWSHIPS

Top Social Ambassador, Latinoforce 2017

Crisis Reporting Fellowship, Pulitzer Center 2016

Intern of the Year Award, Salesforce 2016

Community Engagement Fellowship, Ginsberg Center 2012/2015

SKILLS

Conversational Spanish, Elementary Portuguese

Creative, Professional, and Technical Writing Skills

Basic JavaScript, HTML, CSS, and HTML Proficiency

Exceptional Public Speaking Abilities

Event Planning and Coordination Enthusiast

VOLUNTEER EXPERIENCE

Aquarium of the Bay, Animal Care, 2017

Latinoforce, Ally & Volunteer, 2017

Prison Creative Arts Project, Facilitator, 2016/2017

Open For Service, Content Creation, 2016

Mamrelund Lutheran Church, Educator & Food/Clothing Bank Volunteer, 2009-2013