

# Kelia Ray

---

Raleigh, NC, USA

<https://ksray2.wordpress.ncsu.edu>

## WORK EXPERIENCE

Technical Content Editor

**Content Rules**

*April 2021 to Present*

Global marketing content editor and technical communicator responsible for editing, designing, and proofreading, client content for project marketing campaigns, annual Summits, webinars, and various online content.

Technical Writer

**NC State University, Raleigh, NC**

*Sept 2019 to May 2020*

Developed and executed digital marketing content for NSF Workforce Development proposal. Managed a team of four graduate students.

Health Data Science Communications Intern

**Duke University, Durham, NC**

*June 2019 to December 2019*

Collaborated with a multidisciplinary team of SMEs to analyze multifarious news sources to publish online posts for Duke's community health data science blog--Duke Forge.

Adjunct Instructor

**Allen School of Health Science, Phoenix, AZ**

*Jan 2014 to Mar 2018*

Nationally certified electronic health record (EHR) and medical billing and coding instructor of online adult higher education courses. E-learning instructional designer.

---

## EDUCATIONAL BACKGROUND

**NC State University**

*Raleigh, NC*

Master of Science Degree in Technical Communication, 2020

**City University of New York School of Professional Studies**

*New York, NY*

Bachelor of Science Degree in Health Information Management, 2018

**Eastwick College**

*Ramsey, NJ*

Associates of Science Degree in Surgical Technology, 2009

## PROFESSIONAL SUMMARY

Astute Technical Writer with demonstrated experience in writing, developing, and presenting quality content across multi-media platforms. Talented content manager committed to creating and developing ethical process solutions and programs to build effective teams, improve productivity, and facilitate profitable solutions.

---

## SKILLS & PROFICIENCIES

- Technical communication
  - E-learning solutions
  - Critical thinking
  - IT user experience (UX)
  - Agile project management
  - Negotiation process strategy
  - Content editing and proofreading
  - Content design and development
  - Search engine optimization (SEO) and search engine marketing (SEM)
- 

## PROFESSIONAL HOBBIES

Blended learning training series: Silver Learning

<https://sites.google.com/ncsu.edu/silverlearning/home>

De facto cat blog

<https://defactocat.wordpress.ncsu.edu>

ML2019

<https://limitedautonomy.wordpress.ncsu.edu>