

Elizabeth Fulton

Content Strategist, Writer, and Researcher

Virginia "Elizabeth" Fulton

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SUMMARY & SKILLS

I am a writer, strategist, and researcher with industry experience developing and editing content for enterprise tools used by thousands of people. I hope to use my interdisciplinary skills and knowledge to help improve the lives of others.

Authoring Tools: Adobe Creative Cloud, MadCap Flare, XML, LaTeX, DAG, WordPress, MarkDown, DITA, Redmine.

Technical Skills: Python, MATLAB, C, HTML, Machine Learning, Neural Nets, UX Methods, Information Design, Wireframes.

PROFESSIONAL EXPERIENCE

PowerTrain, Inc. – *Remote*

June 2020 – Present

Content Strategist

July 2022 – Present

Conduct best practice market research, informing designs and strategic recommendations. Develop proposal materials for RFI/RFPs, and assist in Red Team reviews. Enhance organizational processes, including conducting audits and creating guides and policies.

- Led company website updates and modernization, fostering consensus among stakeholders with contrasting priorities.
- Engaged with SMEs to conduct user research to enhance site design for a diverse portfolio of clients.

Performance Research Analyst

June 2021 – July 2022

Cross-functionally collaborated on hosting and support services for systems (i.e., Content Management Systems (CMS)) with programmers and designers. Educated stakeholders on best practices, emphasizing inclusivity and accessibility.

- Coordinated with executives during entire product development cycle for audiences up to 50,000.
- Designed the information architecture for the user manuals for a CMS, serving as the chief quality assurance specialist.

Professional Writer

August 2020 – June 2021

Wrote and edited technical documents with a user story approach, ensuring quality, clarity, and accuracy for diverse Federal agencies.

Instructional Design Intern

June 2020 – August 2020

Developed storyboards for training courses based on content provided by clients, adhering to the ADDIE ISD methodology.

The Daily Fandom – *Remote*

October 2019 – April 2020

Writing & Editing Intern

Generated, researched, and authored 5 articles, while also editing peers' submissions, ensuring adherence to guidelines and fostering a collaborative learning environment.

- Employed SEO best practices, including key words, internal linking, and title, meta-description, and heading tags.

Ruby and the Boys – *Self-Employed*

December 2021 – July 2023

Social Media Manager

Managed an Instagram account that consistently reached over 7,000 people, with over 3,000 followers.

EDUCATION

Carnegie Mellon University – *Science & Humanities Scholars Program*

August 2017 – May 2021

Bachelor of Science in Computational Neuroscience, Minor in Technical Writing

Cognitive & Social Development Laboratory – *Dr. Anna Fisher*

March 2019 – October 2022

Lead Research Assistant

Developed protocols for processes including scripts, SOPs for data collection, and manuals for proper tool usage and documentation of data. Assisted in designing primary research questions and studies. Wrote content for grants and research papers.

- Won 2nd place Psychology award in Outstanding Undergraduate Research at Meeting of the Minds.
- Managed the training and data inflow process for 10+ research assistants.

PUBLICATIONS

Developmental Science: Longitudinal investigation of executive function development employing task-based, teacher reports, and fNIRS multimethodology in 4- to 5-year-old children ([view and download](#)).

RhetTech Journal at James Madison University: Cortical Changes while Learning BCIs: Masters of the Force ([view and download](#)).