

# MARIA SANDLIN

## Technical Writer

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Highly motivated and proficient Education Coordinator with eight years of experience planning, developing, implementing, and evaluating various educational programs and initiatives to enhance STEM education for middle and high school students and teachers. Seeking to transition to technical writing.

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## EDUCATION

University of North Texas, Denton, TX | January 2024 – December 2024

- Graduate Academic Certificate in Technical Writing
- Developed a Content Strategy Assessment Report for a real automobile company
- Developed instructions for replacing a headlight lightbulb on a vehicle
- Created a mock employee handbook in Adobe InDesign

University of Texas at Arlington, Arlington, TX | Graduated: December 2012

- Bachelor of Arts in English

## PROFESSIONAL EXPERIENCE

Education Coordinator

STARS Program at UT Southwestern Medical Center, Dallas, TX | September 2019-present

- Functions as head administrator for the STARS Summer Research Program, STARS Basic Science Symposia, Teacher In-Services, and Career Discovery Program, servicing 1,000+ students, teachers, and parents
- Creates and maintains training and educational guides for the STARS Program
- Creates marketing materials for STARS educational programs using InDesign and Canva
- Processes all budget and hiring forms in PeopleSoft and TAMS, respectively
- Trains and supervises 60+ STARS Summer Research Program interns
- Assists team members with executing the six STARS Summer Science Camps for 60+ teachers and 250+ students
- Represents STARS various educational programs at existing local and national conferences

Education Assistant

STARS Program at UT Southwestern Medical Center, Dallas, TX | February 2016-September 2019

- Provided logistical support for the STARS Summer Research Program, STARS Basic Science Symposia, Teacher In-Services, and Career Discovery Program, servicing 1,000+ students, teachers, and parents
- Maintained BuyCard and Travel and Expense Card reconciliations
- Disseminated STARS program information at local schools
- Processed service and maintenance requests in PeopleSoft
- Scheduled and managed the coordination of off campus events for STARS students, teachers, and parents
- Maintained and updated the STARS database, records, and all STARS webpages

## SKILLS

- Madcap Flare
- Adobe Photoshop
- Adobe InDesign
- Adobe Express
- Microsoft Word
- Microsoft PowerPoint
- Confluence
- Content Management
- Project Management
- Bilingual: English and Spanish