

Meg Hudson

Technical Communicator

Overview

I excel at creating intuitive and user-centric documentation that bridges gaps between you and your audience.

Technical Proficiencies

DITA/XML

Heretto

HTML/CSS

Trello

Slack

Adobe Creative Cloud

Google Workspaces

Microsoft Office

Tech Comm Experience

Behavioral Paraeducator *Amergis Healthcare, Portland, September 2024- Ongoing*

- Facilitate educational and behavioral services with children and adults with special needs, ensuring clear and effective communication of care plans and instructions.
- Collaborate with school professionals and other behavioral specialists to achieve learning and behavioral goals and objectives. Document and communicate progress and updates to all stakeholders.

Graduate Teaching Assistant *Portland State University, September 2023 – March 2025*

- Developed instructional materials and lesson plans for technical writing and introductory composition courses
- Provided feedback and guidance on writing assignments, focusing on clarity, structure, and audience awareness.

Administrative Assistant & Billing Specialist *Hands On Medicine, Portland, May 2022 – October 2024*

- Prepared reports on clinic data (patient waitlists, income logs, scheduling trends) for internal use.
- Answered phone and email inquiries, scheduled appointments, and communicated time-sensitive messages.
- Distributed mail, initiated records requests, and managed documents through the clinic PHI interface.

Behavioral Technician *Autism Learning Partners, Portland, January 2022 - April 2022 (Part-time)*

- Coordinated meetings between clients and family members to plan visits and care with assigned ABA therapists.
- Documented and recorded client session data through the company's PHI interface.

Receptionist & Tutor *UTSA Writing Center, January 2020 - May 2020 (Part-time)*

- Scheduled and facilitated the flow of tutoring sessions at the front desk.
- Created handouts and student outreach advertisements for writing workshops.
- Tutored students through the editing and revision process, focusing on technical writing skills.