

Rishma Parpia

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GOAL

Seeking a technical writing position to leverage my skills in creating clear, concise, and user-friendly documentation for diverse audiences in science, technology or engineering.

EXPERIENCE

Technical Writer | *National Vaccine Information Center* | Sterling, VA

March 2015 - Present

- Authored over 400 referenced technical analyses and news stories for an online publication hosted by the non-profit NVIC
- Conducted thorough secondary research using scientific journals, books, published reports, government data and news articles on issues pertaining to vaccines in the realm of health, medicine, law, ethics, business and media
- Fact checked and referenced all articles for accuracy using various referencing styles including APA, MLA and Chicago Manual of Style
- Translated scientific and statistical data in layman terms for all audiences
- Documented current affairs on health and medical science discoveries by way of newsletters and fact sheets
- Assisted the editor in managing the editorial process for a diverse range of titles, ensuring adherence to publishing standards, schedules, and deadlines
- Collaborated with the design and production team to oversee layout, typography and visual elements of upcoming publications

Independent Researcher & Writer | *Minnesota Corrections Association* | Remote

August 2014 – December 2014

- Directed the Juvenile Justice 21 Project: A Roadmap to the Future of Juvenile Justice in Minnesota
- Interviewed juvenile justice professionals throughout Minnesota, designed surveys and managed local stakeholder forums for data collection
- Authored a final technical report with research findings and recommendations to improve juvenile justice policy reforms in the state, which was published on the Minnesota's Department of Public Safety's website

Research Program Manager | *SCORE Association* | Herndon, VA

August 2012 – August 2014

- Spearheaded a variety of complex and independent investigations in the planning, development and implementation of qualitative and quantitative research projects pertaining to chapter operations and small businesses across the U.S.
- Managed SCORE's annual client and volunteer engagement surveys that were administered by PricewaterhouseCoopers and updated the Volunteer Center with current research on small businesses

Research Manager | *National Recreation and Park Association* | Ashburn, VA

August 2011 – August 2012

- Conducted data analysis, authored research reports and implemented program evaluations to advance parks and recreation as a vehicle for promoting healthy lifestyles, economic viability and environmental conservation
- Provided research assistance to the Public Policy and Advocacy department

EDUCATION

Northern Virginia Community College

Certificate in Technical & Professional Writing

McMaster University

Master of Arts in Sociology