

# Alexa Kristensen

Charleston, IL

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## **SKILLS**

- Professional writer (5+ years) with background in tech industry and nonprofit sphere
- Agile, BitBucket, Confluence, Docs-as-Code, GitHub, Jira
- Cursor, CSS/HTML, git, GraphQL APIs, Markdown, React, Typescript
- Astro, Docusaurus, Hugo

## **EXPERIENCE**

### **OneVest (Remote) - Technical Writer**

May 2025–present

- Managing launch of new Docusaurus site by authoring new concept and procedural content, architecting contribution processes, and leveraging LLM resources to create React components
- Documenting integration patterns for internal dev and solutions teams
- Auditing, editing, and releasing 12 articles monthly to build internal company wikis
- Writing GraphQL API definitions across dozens of endpoints for GraphQL federation

### **New Relic (Remote) - Technical Writer**

Jan. 2022–Dec. 2024

- Managed technical content for new APM feature that surfaced and analyzed app data for LLM-based applications
- Validated, edited, and wrote documentation for highly technical, developer audiences
- Led QA for on-premise and cloud infrastructure that created or updated 50+ articles
- Defined best practices, content standards, and how-to guides for team style guide
- Wrote cross-functional UX copy, GTM materials, and end-of-life communications

### **Affordable Trenchless (Fair Oaks, CA) - Administrative Assistant**

Oct. 2020–Nov. 2021

- Wrote technical reports for sewer/water mainline repairs and replacements
- Oversaw creation of new technical content creation for administrative staff
- Edited job contracts using Adobe Acrobat Studio and Google Workspace

### **Each Green Corner (Remote internship) - Grant Writer**

Sep. 2020–Jun. 2021

- Supported writing and editing grant applications for a combined \$50,000 in funding
- Co-wrote FY20 development retrospective and annual report for donors and volunteers

## **EDUCATION**

### **University of California, Davis B.A. in History (Science & Technology Studies)**

- Writing in the Professions: Technical Writing
- Visualizing Society with Data (R programming)

### **London Science Fiction Research Community (2019) - Panelist**

- Participated as distinguished undergraduate panelist at professional conference