



ASHLEY SCHAEFER

TECHNICAL WRITER

Professional Summary

Recent Indiana University graduate with strong attention to detail and proven reliability, skilled in technical documentation, editing, content development, and clear communication. Experienced in fast-paced environments and eager to apply academic training to create clear, user-focused documentation in a technical writing role.

EXPERIENCE

BARISTA

Grind Coffee Company

2023 - Present

- Provided friendly, efficient customer service in a fast-paced environment
- Prepared food and beverages while maintaining cleanliness and safety standards
- Built strong customer relationships and supported daily team operations

KEYHOLDER | BARTENDER | SERVER

Another Broken Egg - Fishers, IN

2020 - 2023

- Supervised shifts, managed daily operations, and completed opening/closing duties
- Delegated tasks and led front- and back-of-house teams to ensure smooth service
- Provided hands-on support with customer service, to-go orders, and bar maintenance

ASSISTANT MANAGER | SERVER

Pasta House Company - Union, MO

2014 - 2020

- Opened and closed the restaurant, coordinated with vendors, and managed alcohol inventory and ordering
- Handled shift paperwork, created floor plans, and ensured smooth daily operations
- Provided high-quality customer service in both front-of-house and bar settings



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EDUCATION

BACHELOR OF ARTS IN ENGLISH, TECHNICAL AND PROFESSIONAL WRITING

Indiana University East

2023 - 2025

ASSOCIATE OF ARTS

East Central College

2018 - 2020

SKILLS

- Technical and professional writing
- Document formatting and editing
- Clear and concise written communication
- Time management and multitasking
- Customer service and interpersonal communication
- Audience-focused content creation
- Basic HTML and CSS knowledge