

## **Jay R. Carlson**

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## **Objective**

I'm an experienced writer and IT professional leveraging my experience into voice over and voice acting. As a technical writer, I've created and narrated user documentation, user training, and webinars for technical and healthcare audiences. I've also created and presented on-site user training for new and existing products. I recently completed the Such A Voice Premier training and I'm confident of my ability to deliver studio quality, on-time voice work.

## **Roles**

- Technical writer and novelist
- Training development and presentation

## **Technical Skills**

- Logic Pro, Audacity, Audition, Garage Band

## **Webinars**

- Succeed with Microsoft Visio: Getting It Done with Diagrams
- Leveraging Microsoft Excel to Detect Fraudulent Activities
- Financial Modeling in Excel
- Data Management and Best Practices in Excel
- Leveraging Excel for Decision Making and Data Analysis
- Using VBA in Microsoft Excel
- Using SQL Queries in Microsoft Access
- Using Add-ins in Microsoft Office

## **Education**

- University of Montana - Master of Public Administration
- Grays Harbor College - A.A. Journalism
- Southern Illinois University - B.S. Administration of Justice

## **Certifications**

- Udemy Logic Pro Masterclass