

Quinn Kate Guffey

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Summary

Detail-oriented Technical Communication student experienced in diverse writing formats, including research, blogs, and technical documentation. Demonstrated ability to synthesize complex information and deliver clear content under tight deadlines. Background includes client advocacy, administrative operations, and editorial production within an academic setting.

Experience

Russell House - Client/Resident Advocate 06/2024 - Current
Rolla, MO

- Developed and maintained client documentation to uphold federal and state confidentiality laws, supporting client trust and legal adherence
- Assess critical needs and conduct intake interviews with prospective and incoming clients
- Provide trauma-informed intervention and safety planning for current and former clients
- Revised Standard Operating Procedures to align with current policies and procedural changes, ensuring compliance and operational effectiveness
- Updated Crisis Call script templates to reflect current policies and procedures, enhancing clarity and consistency in client communication
- Reorganized donation inventory through a systematic labeling and storage system, improving retrieval efficiency

Sherwood Forest Camp - Office Manager 05/2025 - 08/2025
Lesterville, MO

- Managed reporting on camper and staff status changes, including incident and medical reports, to the St. Louis administrative office
- Managed family communications and operational records in Camp Brain database.
- Coordinated transport of confidential paperwork between camp and administrative office, ensuring compliance with deadlines and confidentiality standards
- Verified staff paperwork compliance, including new hire and termination records
- Led camp tours for parents, board members, donors, and alumni, fostering engagement and maintaining the Visitor Log for accurate records

Skills

- **Writing and Communication:** technical writing, business communication, style guide compliance, professional documentation, public speaking, textual analysis
- **Research and Analysis:** source synthesis, deadline-driven research deliverables, document review, compliance review
- **Design and Production:** graphics development, print and digital layout, Adobe Creative Suite, Adobe InDesign, Adobe Express, social media content creation
- **Tools:** Microsoft 365, database management, Python, C#, client documentation

Education

Expected in 07/2026

Missouri University of Science and Technology

Rolla, MO

B.S.: Technical Communication, Writing
GPA: 3.5