

## TANYA SANGPUN THAMKRUPHAT

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### SUMMARY

I'm a Thai-Vietnamese American poet, essayist, and author. I'm the author of the poetry chapbooks, *Em(body)ment of Wonder* (Raine Poetry Publishing, 2021) and *It Wasn't a Dream* (Fahmidan Publishing & Co., 2022). My third poetry chapbook, *CARE INSTRUCTIONS* (Finishing Line Press, 2024) is forthcoming. My writing appears in *The Orange County Register*, *Button Poetry*, *San Diego Poetry Annual 2022-2023*, *Rio Grande Review*, *The Cincinnati Review*, *Brazos River Review*, *Honey Literary*, and elsewhere. In addition, I'm a technical editor, copy editor, and technical writer. Also, I work full time as a technical editor.

### WORK EXPERIENCE (LISTING LAST 10 YEARS OF EMPLOYMENT)

#### Technical Editor (Contractor), Aquent/Microsoft

May 2022 to present

- Edit online documentation for various audiences, including engineers, program managers, information workers, and system admins
- Perform various levels of editing, from developmental editing to substantive editing to copy editing
- Correct for grammar, punctuation, and spelling
- Edit for adherence to the *Microsoft Writing Style Guide* and the *Microsoft Cloud + AI Style Guide*
- Ensure that text elements are formatted correctly
- Where applicable, use existing tools, such as Microsoft branding guidance, to check for appropriate terminology and word choice
- Ensure that documentation complies with legal standards, such as use of fictitious names, product names, and trademarking
- Follow workflow processes and comply with guidance and team style standards

#### Freelance Copy Editor, Graphic World, Inc./EdiPro

April 2022 to present

- Copyedit biomedical research articles and related content for style, grammar, spelling, and sense
- Proofread articles, incorporating author changes; correspond with science editors as needed
- Ensure adherence to the organization's editorial style, voice, and tone guidelines as well as to *The Chicago Manual of Style*, *The American Medical Association Manual of Style*, *Stedman's*

*Medical Dictionary, Jablonski's Dictionary of Medical Acronyms and Abbreviations, and CBE Manual for Authors, Editors, and Publishers*

### **Freelance Copy Editor, Rheinwerk Publishing, SAP PRESS**

February 2022 to present

- Copyedit computer software books. Many projects require being able to comfortably edit non-native English writing.
- Communicate queries to authors and editors
- Ensure adherence to the organization's editorial style, voice, and tone guidelines as well as to *The Chicago Manual of Style*

### **Senior Technical Writer Consultant, Oxford Global Resources/Juul Labs**

October 2020 to May 2022

- Develop and author technical information for internal utilization (Standard Operating Procedures and Work Instructions) for various company departments (e.g., Hardware Engineering, Systems Engineering, Technical and Product Organization, etc.)
- Participate in high-visibility company projects by helping document processes and project outputs
- Fact-check materials to verify accuracy of information
- Participate in cross-functional integration initiatives to improve cross-functional processes across the organization
- Copyedit and proofread technical documentation (e.g., Standard Operating Procedures, Work Instructions, etc.)
- Work with multiple content providers to provide editorial guidance, ensuring proper grammar, readability, and adherence to the organization's editorial style, voice, and tone guidelines

### **MTS III Engineer and Technical Writer Consultant, Open Systems, Inc./Panasonic Avionics Corporation**

April 2020 to October 2020

- Wrote and edited SaaS software technical documents including, but not limited to, service bulletins, information letters, software configuration Indices (SCIs), version description documents, and work instructions, in support of In-Flight Entertainment (IFE) and Cabin Services systems, components, and test equipment
- Performed software configuration management tasks, including configuring software for compatibility, ensuring that software is compliant to set standards, managing software changes between releases, and helping build software for testing
- I was the only team member who had a hybrid function, being both an SCM analyst and technical writer

## **Software Configuration Management III/Technical Writer**

March 2011 to November 2019

- In the SCM Technical Publications group, I was the most cross-trained technical writer
- Wrote and edited SaaS software technical documents including, but not limited to, service bulletins, information letters, software configuration indices (SCIs), version description documents, and work instructions, in support of In-Flight Entertainment (IFE) and Cabin Services systems, components, and test equipment
- Copyedited and proofread technical documentation
- Fact-checked materials to verify accuracy of information
- Worked with multiple content providers to provide editorial guidance, ensuring proper grammar, readability, and adherence to the organization's editorial style, voice, and tone guidelines
- Organized, wrote, edited, and published documents for internal use using Confluence
- Coordinated work activity status and schedule to achieve customer requirements and delivery schedules
- Analyzed all available source data and created the most appropriate method of presentation in the applicable technical publication

## **EDUCATION**

### **University of California, Irvine**

B.S. Biological Sciences

2003 (early graduation)

### **University of California, San Diego Extension**

Professional Certificate in Technical Communication

2011

### **University of California, Berkeley Extension**

Professional Sequence in Editing

*In progress*

## **WRITING AWARDS AND GRANTS**

- [“Hope,”](#) WILDsound's Short Story Winner for Winter 2016
- [Untitled poem](#), 2018 Button Poetry Short Form Contest winner
- Gasher's Submission Fee Grant, 2022
- GrubStreet's Boston Writers of Color Literary Support stipend, 2023

## WRITING RESIDENCIES, FELLOWSHIPS, AND WORKSHOPS

- 2023 Kenyon Review Winter Online Poetry Workshop alum
- Finalist applicant for the 2023 Tin House Winter Online Workshop

## COMMUNITY ENGAGEMENTS

- Featured author for Santa Ana Public Main Library's "Author Hour" series, January 2023
- Closing poet for Santa Ana Unified School District's Ethnic Studies Third Annual Community Conference, April 2023
- Poetry workshop host and featured author for Santa Ana Public Main Library's TeenTime program, April 2023
- Author talk at Santa Ana's LibroMobile Arts Cooperative, May 2023

## SELECT PUBLICATIONS

- "[Dad's Voluptuous Dream City is Santa Ana](#)," *The Orange County Register*, 2010 (front page for "The Morning Read")
- "[Against the Grain](#)," *Pho for Life: A Melting Pot of Thoughts*, 2011
- "Superheroes," *California's Emerging Poets 2019: An Anthology*, Z Publishing House
- *Em(body)ment of Wonder*, Raine Poetry Publishing, 2021 (This poetry chapbook is currently in circulation at the Santa Ana Public Main Library in Santa Ana, CA.)
- "[The Balloon Artist](#)" and "[The Farmer and the Alien](#)," *Roi Fainéant Press*, 2022
- "[Paradise, Hell](#)," "[Ruler of the Hill](#)," and "[The Bat](#)," *Samjoko Magazine*, 2022
- "[How a Thai Garuda Made Me Laugh](#)," *Amethyst Review*, 2022
- "[Spring Fever](#)," *Brazos River Review*, 2022
- "[The Flying Man](#)," *Honey Literary*, 2022
- "[The Vagabond](#)," *The Jupiter Review*, 2022
- *It Wasn't a Dream*, Fahmidan Publishing & Co., 2022 (This is my second poetry chapbook.)
- "Misfit," "Very Asian Feelings" art exhibit, 2022
- "Grave Secrets" and "Deathland," *Rio Grande Review* (Print issue only)
- "[The Halloween Fireball](#)," *San Diego Poetry Annual, 2022-2023*
- "[The Obsolescence](#)," *The Cincinnati Review*
- "Some Days," a visual contrapuntal poem, Fullerton Museum Center's "Looking Back / Moving Forward: The Wisdom of Older Women" exhibit, May-August 2023

For a complete list of publications, visit <http://tanyasangpun.com/creative-writing/>.