

# DAS JANSSEN

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Detail-oriented writer with extensive experience managing high-volume information, ensuring accuracy, and meeting compliance requirements. Skilled in transcription, intent and tone, nuanced vocabulary, editing, proofreading, and cross-team coordination in deadline-driven environments.

## KEY SKILLS

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- ✓ Effective communication
- ✓ Writing
- ✓ Linguistic and logical precision
- ✓ Editing & proofreading
- ✓ Clarifying complex content
- ✓ AI literacy & responsibility
- ✓ Remote collaboration
- ✓ Managing multiple assignments

## PROFESSIONAL EXPERIENCE

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### Instructional Designer 2024-present

#### Content Developer (Senior level) 2017-2022, NIIT (USA), Inc., Chicago, IL

- Produced and edited complex, high-volume documentation and training materials with strong consistency and accuracy
- Organized and maintained files, tracked revisions, and managed version control across multiple projects
- Coordinated calendars and project timelines to ensure on-time deliverables on multiple concurrent projects
- Documented internal processes and templates, improving workflow efficiency
- Communicated with stakeholders to track and implement updates
- Returned to organization to support documentation and content production initiatives

#### Lead Designer EPAM Systems, Newton, PA | 2022-2024

- Researched, storyboarded, and built extensive multi-format training materials, ensuring clarity and consistency
- Documented workflows, procedures, and standards to support operational use
- Edited complex information into clear, organized documentation to meet established deadlines

#### University Faculty (Full-Time) Various Institutions Prior to 2017

- Managed course documentation, maintained records, and produced structured written materials in compliance with institutional standards

## EDUCATION

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**PhD**, Philosophy, Fordham University, Bronx, NY

**MPhil**, Philosophy, Fordham University, Bronx, NY

**MA**, Humanities, Old Dominion University, Norfolk, VA

**BA**, Theatre & Dance, Old Dominion University, Norfolk, VA