

VIVIAN PEROTTO

vlp638@eid.utexas.edu · (361)-219-4799 · linkedin.com/in/vivianperotto20 · Austin, TX

EDUCATION

The University of Texas at Austin	Bachelor of Journalism	Expected May 2027
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SKILLS

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- **Languages and Markup:** Python, DITA XML, HTML, Markdown
 - **Tools and Platforms:** IXIASoft CCMS, Confluence, Jira, Adobe Acrobat, CI/CD
 - **Documentation:** Structured authoring, AI-assisted editorial workflow, content reuse, style guide governance, BIOS/UEFI configuration, x86 CPU and chipset documentation.

EXPERIENCE

Advanced Micro Devices (AMD) <i>Technical Writing Co-op</i>	May 2026 – Present
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- Built a Python pipeline combining rule-based checks with an LLM to automate AMD customer facing technical documentation reviews, flagging style violations across Word docs and generating annotated PDFs with inline suggested edits.
- Process and edit partner- and customer-facing documentation for Ryzen Mobile and Desktop processors as part of the Client business unit team, spanning BIOS design guides, chipset documentation, and customer reference board specifications.
- Author and publish in DITA XML through IXIASoft CCMS, applying structured authoring standards and component reuse across 20+ documents.
- Redesigned the team's onboarding process and procedures guidelines to cover all incoming employees, documenting deliverables and development tool setup procedures.

Moody College of Communication <i>Journalism Administrative Assistant</i>	September 2025 – May 2026
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- Manage front desk operations and support internal communications across teams.
- Create written and visual materials for departmental communications and events.
- Assist with project coordination, documentation and operational workflows.

The Daily Texan <i>Copy Editor</i>	January 2023 – August 2025
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- Edit and proofread articles to ensure accuracy, clarity, and consistency.
- Collaborate with writers to improve readability, refine content, and ensure publication quality.
- Handle 3-5 stories per night, twice a week.

The Daily Texan <i>Life and Arts Reporter</i>	August 2025 – May 2026
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- Cover campus, community life and events, cultural trends and artist profiles.
- Simplify complex topics into accessible narratives for diverse audiences, including process-driven and technical subjects.
- Pitch story ideas, conduct interviews, and write accurate, engaging feature articles.

PROJECTS

Git Helper CLI <i>Technical Learning Project</i>	March 2026 – Present
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- Built an interactive Python command-line application that teaches Git fundamentals through clear lessons, quizzes, and hands on practice.
- Designed reusable features for input validation, scoring, and feedback to support a clear, self-paced learning experience.

Journalism Administrative Assistant Manual <i>Process Documentation Project</i>	September 2025 – May 2026
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- Authored the first comprehensive operations manual for student assistants in the School of Journalism and Media at UT.
- Documented roles, workflows, responsibilities, and departmental procedures in a structured, accessible format.
- Created guides, checklists, and templates to improve consistency and onboarding efficiency.

ACCOLADES

Moody College Dean's List	August 2023 – Present
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Richard B. Dyke Endowed Presidential Scholarship in Communications	Present
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Doc Sellers Endowed Presidential Scholarship for Print Journalism Students	Present
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