

Taylor Bisset

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Professional Summary

Strategic **technical writer, editor, and communicator** with expertise in **copyediting, regulatory compliance, and structured documentation**. Skilled at **refining complex content** for clarity, accuracy, and consistency while ensuring compliance with **established style guides**. Adept at streamlining content workflows, training teams, and improving editorial efficiency in high-stakes environments.

Professional Experience

Training Program Manager

Aviation Survival Training Center | Oak Harbor, WA (Dec 2017 – Apr 2021)

- **Authored, edited, and implemented** high-risk aviation survival training curricula for **200+ pilots and aircrew monthly**.
- Ensured **technical accuracy** and **regulatory compliance** by aligning training materials—including manuals, SOPs, and safety protocols—with DOD/DON style guides.
- Delivered both **classroom and hands-on instruction**, ensuring critical survival procedures were clearly communicated and understood.
- Developed **standardized assessments** to measure training effectiveness and continually refine curriculum strategies.
- Managed **administrative operations** and led **cross-functional teams**, enhancing communication between leadership and training staff.

Health Program Coordinator

Naval Branch Health Clinic Oceana | Virginia Beach, VA (Jul 2014 – Dec 2017)

- Spearheaded the **Women's Wellness Program**, serving **25,000+ military personnel and families**.
- **Developed, edited, and instructed** compliance-based training for medical personnel, reinforcing military health protocols and quality patient care standards.
- Created and maintained technical documentation such as **SOPs, detailed reports, and patient education materials**, ensuring clarity and consistency.
- Delivered **200+ hours of annual compliance training** on medical readiness, documentation accuracy, and policy adherence.
- Collaborated with leadership and **multi-disciplinary teams** to **optimize training workflows** and enhance overall regulatory compliance.

Medical Program Manager

First Marine Division | Camp Pendleton, CA (Apr 2011 – Jul 2014)

- **Designed, edited, and led** over 500 hours of **combat medical training** for 1,000+ Marines, significantly improving operational readiness.
- **Standardized training manuals and procedural documents**, ensuring content was clear, accurate, and aligned with DOD guidelines.
- Conducted live **field training and classroom instruction** to reinforce life-saving medical procedures and best practices.
- Implemented innovative **technical writing and training methodologies**, resulting in increased knowledge retention and practical application.

Core Skills

- **Editing & Compliance:** Copyediting, Proofreading, Compliance Editing, Style Guide Adherence
- **Technical Writing & Documentation:** SOPs, Policy Documents, Reports, Training Manuals, Business Correspondence
- **Project & Content Management:** Workflow Optimization, Documentation Standards, Cross-Functional Collaboration, Continuous Improvement
- **Communication & Instruction:** Public Speaking, Curriculum Development, Instructor-Led Training

Technical Proficiencies

- **Tools & Platforms:** Google Workspace, Microsoft 365, VS Code, Git/GitHub
- **Data & Analysis:** Data Interpretation, Report Generation, Quality Control
- **Programming & Development:** C++, Python, Java, JavaScript, HTML, CSS
- **Game & Software Development:** Unity, Unreal Engine, Software Documentation

Certifications

- **Secret Security Clearance** – U.S. Department of Defense (Renewed 2020, Valid Through 2030)
 - Awarded for maintaining confidentiality and security compliance with federal security protocols.
- **Master Training Specialist** – Naval Medical Forces Support Command (Issued Apr 2021)
 - Expertise in curriculum development, instructional design, and high-stakes content delivery.
- **Computer Operator Journeyman** – U.S. Department of Labor (Issued Sep 2020)
 - Validates proficiency in computer operations, troubleshooting, and IT fundamentals.

Education

Western Washington University – Bellingham, WA (2026)

- Bachelor of Arts
 - Communication Studies
 - Minor in Creative and Professional Writing

Everett Community College – Everett, WA (2025)

- Associate of Arts and Sciences (Honors)
 - Computer Science Interest

American Military University – Charles Town, WV (2020)

- Associate of Applied Sciences
 - Health Sciences

Volunteer Experience

- **Oak Harbor School District** – Oak Harbor, WA (Jan 2018 – Present)
- **Adopt-a-Highway** – Island County, WA (Jan 2018 – Apr 2021)
- **The Helpers Organization** – Norfolk, VA (Jan 2016 – Dec 2017)