

Luke B. Garner

301 S. Maple St

Little Rock, AR 72205

Lbgarner5@gmail.com

<https://www.linkedin.com/in/lukegarner-7049b8167/>

Professional Profile

Talented and versatile writer able to compose a variety of documents, specifically grants and technical writing. Excellent editing and proofreading skills. Ability to work quickly, accurately, and collaboratively to meet deadlines. Passionate about dedicated projects and working to deliver successful and efficient results.

Employment

- **Freelance Technical/Business Writer**
August 2020 to present
-Contracted through UAMS to write Grant – Jan 2025 – Feb 2025
-Contracted again through UAMS Centers on Aging – July 2025 – June 2026
- **Accounts Payable Specialist**
October 2018 to December 2024
Priority 1, Little Rock, AR
- **Content Writer**
January 2022 to February 2023
Cobalt Digital Marketing, McAllen, TX

Education

- **Bachelor of Science: Business Administration, Economics,**
University of Arkansas, May 2018
- **Bachelor of Arts: International Relations, Chinese, Mandarin,**
University of Arkansas, May 2018
- **Master of Professional and Technical Writing**
University of Arkansas at Little Rock, May 2026

Skills & Qualifications

- Strong communication, writing, and adaptability skills
- Ability to meet tight, simultaneous deadlines whether alone or part of a team
- Effective writer able to utilize rhetoric, language, and information to inform and persuade readers
- Proficient in all areas of Microsoft applications, including Word, Excel, and PowerPoint
- Conversational in Spanish & Mandarin