

Please contact me via the Agency who made my profile available to you.

Technical Writer, Editor, Process Analyst, Procedure Writer, and online Knowledge Base Designer who learns quickly, produces quality work while making deadlines, and has written everything from high tech machine maintenance manuals and software documentation, to basic office procedures for a startup.

Writing, Editing, Analysis & Organizational Skills

- 19 Years overall experience in Technical Writing, Editing, Process Analysis, Procedure Writing
 - Software Industry Professional (16 Years), Aerospace (4 Years), Security Systems (6 Years)
 - Solid grounding in Physics, Electronics, Mechanics, Software Engineering, and Science
 - Start-Up / Small Business Experience (14 Years), Hands-On Customer Service (12 Years)
 - Over 25 years application of the new "Study Technology" endorsed by Applied Scholastics
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Specialties

- Product Manuals (Operator, Maintenance, Installation), Software User Manuals
 - System Configuration and Administrator Manuals, Quick Start Guides, Reference Sheets
 - "How To" Articles, Process Analysis, Procedure Writing (Administrative and Technical)
 - Online/Intranet Reference Site Design and Implementation, Glossaries, Client Presentations
 - Hi-Resolution Photography & Image Editing for Product Description, Usage, and Maintenance
 - Maintenance Drawing Package Compilation, New Product Introduction (**NPI**) Support
 - Training Materials (Instructor-Led, Self-Paced), Study "Checksheets" for Self-Paced Training
 - Regulatory/Compliance: Operational Safety, EHS/OSHA, Radiation Safety, Product Certification
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Publishing Skills

- Word (15 years), Visio (10 Years), Snagit Diagramming, Excel (3 Years), PowerPoint (3 Years)
 - Paint Shop Pro (6 years), Adobe Acrobat (10 Years), Snagit Ver.12 (Capture/Editor), Irfanview
 - MS SharePoint (8 Years, Site Administrator), Web Editors (5 Years), HTML Coding (3 Years)
 - DITA (Basics), Autodesk Design Review, Nikon D5000 SLR for Equipment Photos (3 Years)
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Education & Certifications

- Bachelors Degree in Physics, Stevens Institute, NJ
 - "Study Technology" Courses (NYC and LA, CA)
 - EAR & ITAR Training (USA)
 - LEAN Manufacturing Training
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Achievements

- Improved/standardized templates & content structure for globally published Product Manuals.
 - Designed and maintained a SharePoint-based global website for Field Service Technicians.
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Clients & Employers

- ATEQ USA (Livonia, MI) – OEM for Leak Testing, Flow Detection, and Flow Testing Instruments
 - Lytx (San Diego, CA) - Creators of the DriveCam[®] Driver Safety Program & DriveCam Online[®]
 - Rapiscan Systems (Torrance, CA) - OEM and Service Provider for Security Scanning Systems
 - CDG, a Boeing Company (Long Beach, CA) - Software Generated Aircraft Parts Catalogs
 - Disneyland Resort (Anaheim, CA) - Resort Attraction Maintenance Software Department
 - Sikorsky Aircraft (Stratford, CT) - OEM and Service Provider for Military & Civilian Aircraft
 - Pitney Bowes Credit Corporation (Shelton, CT) - Lease Management Computer System Team
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