
FREELANCE WRITING ... PROJECT SUPPORT

Technical Writer ... Document Editing ... Document Management

Attained technical, operational and project management achievements in both the public and private sectors with technical documentation and research. Creation of technical manuals received high praise from vendors, manufacturers and management. A Bachelor of Science in Vocational Education supplements the following technical skills:

- **FrameMaker, Word, Windows, Freehand, Access, Office, Visio Technical, Illustrator, DreamWeaver, Arbotext**
- **Developed Software User Manuals for international (Japan/Korea/China) distribution**
- **Beta-tested software programs and created user manuals for these programs**
- **Created, updated, and maintained satellite systems installation procedures**
- **Created datasheets for semiconductors using engineering specs and data**
- **Specification S1000D/Cobra**
- **Developed technical manuals from blueprints and engineering input**
- **Created Maritime Division for National Technologies Associates**
- **Navy and Army Manuals to MilSpecs**
- **Part time instructor for UCSD Extension**

ACCOMPLISHMENTS

- **Converting Predator flight manuals** and checklists to SGML format for the United States Air Force, United States Army, and Homeland Security. [NATIONAL TECHNOLOGIES ASSOCIATES]
- **Created the Maritime Division** for National Technologies Associates. This division creates Owners Manuals for the yachting industry in accordance with established specifications. This position includes creating and updating the Maritime webpage, researching safety precautions for the boating industry, working with engineers to document need-to-know components in sufficient detail to ensure safe operation of the yacht, and perform all the marketing functions necessary to grow the division. [NATIONAL TECHNOLOGIES ASSOCIATES]
- **Researched and created** Structural Repair Manual and Job Guides for Global Hawk UAV. Includes constant interaction with engineers, interpretation of engineering drawings, and conversion into SGML/XML, S1000D Specification, using Arbotext software. [NATIONAL TECHNOLOGIES ASSOCIATES]
- **Created, updated, standardized, and maintained** satellite installation procedures. Verified all technical and satellite data, correct frequencies, points of contact, satellite disaster strategy, tools and equipment, part numbers, and other pertinent data necessary for the professional installation of satellite systems. [HUGHES NETWORK SYSTEMS]
- **Created** numerous datasheets and user guides for Conexant semiconductor chips. These manuals are created from engineering data/specifications and written as sales literature for the marketing department. [CONEXANT SEMICONDUCTOR]
- **Beta-tested** software programs designed to track thousands of documents, including construction program changes, and sub-consultants billing charges. After beta-testing I developed user manuals on how to install and use the programs. I also developed the help system using Robohelp Version 3. [SVERDRUP]

ACCOMPLISHMENTS CONT.

- **Researched and Created** user, administration, manager, and reference manuals for Anacomp's new DragonCOM computer program. This program uses IBM formatted data to write microfiche/film in Japanese, Korean, and Chinese. Each manual is translated into the respective language for international use. [ANACOMP]
 - **Created** Production Operating Procedures for the Pegasus computer monitor. These procedures detailed how to use the manufacturing equipment, handle a non-conforming product, and apply various manufacturing processes to the unit. This required learning the manufacturing process, confirming the procedure and writing the process in a clear and concise manner. This was accomplished without supervision or direction and often under arduous working conditions. [SONY]
 - **As part of a team** I researched and developed installation procedures, corrective maintenance, wiring diagrams, illustrations and parts list for the SeaWolf Submarine Monitoring System. [SCIENTIFIC ATLANTA]
 - **Part time FrameMaker Instructor** for USCD Extension course. I am responsible for creating, updating, and teaching FrameMaker. This is an entry level course requiring no previous knowledge of the program. [UCSD EXTENSION COURSE]
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RELATED BACKGROUND

National Technologies Associates, Inc	San Diego, CA (June 2002 – Present)
Hughes Network Systems	San Diego, CA (November 2000 – January 2002)
Conexant Systems, Inc.	San Diego, CA (April 1998 – November 2000)
Anacomp	Poway, CA (March 1997 – March 1998)
Sverdrup	San Diego, CA (January 1996 – February 1997)
Sony	San Diego, CA (August – November 1995)
Law/Crandall	San Diego, CA (October 1994 – July 1995)
Scientific Atlanta	San Diego, CA (May – October 1994)
Jana, Inc.	San Diego, CA (June 1992 – May 1994)
United States Navy (May 1972 – June 1992)	

Additional Responsibilities:

Environmental Research/Development Programs	Work Center Supervisor
Quality Assurance	Maintenance Technician on Aircraft
Hazardous Materials Supervisor	Aircrew on Military Aircraft
Command Training Coordinator	Military Instructor

Education

Bachelor of Science, Vocational Education – Southern Illinois University at Carbondale