

Rikki Nyman

503.504.3475
rikki@rikkinyman.com

Versatile writer/designer with experience in aerospace, telecommunications, software development, architecture, construction, and historic preservation. Specialized in writing and editing technical user documentation, training materials, and web site content that provides accurate, targeted resources for readers. Skills include:

- Research and information analysis
- Writing
- Multiple-level editing
- Document design & information architecture
- Photography, illustration, and image selection
- Color design and typography
- Project management
- Search engine optimization (SEO), accessibility, usability, and standards-compliant design expertise
- HTML & CSS, Dreamweaver, Illustrator, Photoshop, InDesign, MS Office Suite, and Framemaker
- Mac and PC operating systems

Experience

2/2003 4/2008

Web Developer/Editor-Writer

Canright
Portland, OR

Researched and wrote feature and marketing articles for three authority sites ranging in size from 300 to more than 1000 pages on a broad range of topics including home construction and maintenance, gardening, real estate, and personal finance. Developed sites from concept to publication including page layout, graphic design, illustration, and photography. Used knowledge of search engine technology to create rich, useful content for readers while gaining optimal SEO placement in search engine results. Wrote and edited additional technical documentation, proposals, and presentations for company as required.

2001 2003

Web Developer/Intranet Editor (Contract & freelance)

Nike
Beaverton, OR

Designed and developed web sites for departments and teams to meet their intranet needs while meeting corporate objectives. Conducted focus sessions with groups to design team sites that provide information, tools, and resources to improve group productivity. Wrote intranet style guidelines and standards. Trained department publishers to design and build department websites using Nike intranet standards.

2000 2001

Intranet Editor

Medscape
Hillsboro, OR

Managed corporate intranet of more than 10,000 pages with 60 active publishers. Conducted needs analysis and oversaw usability testing to improve ease of use. Provided one-on-one training, as well as group classes on publishing protocols and tools. Designed templates and developed page content as required.

1999 2000

Technical Writer/Editor (Contract)

AG Communications
Phoenix, AZ

Wrote and edited technical manuals for two telecommunications systems. Worked directly with engineers to design documentation set, then translated specifications into an application engineering guides. Created technical graphics and illustrations as needed.

1996 1999

Technical Editor

AlliedSignal Engines
Phoenix, AZ

Wrote and edited reports, presentations, and proposals for both domestic and international audiences. Projects included web sites, annual reports, engineering reports, user guides, training material, and design specifications. Managed publication process from planning and design through production and distribution.

Education

Post-grad coursework

- Pacific NW College of Art Graphic Design Certificate (in process) 2005 present
- Glendale Community College Graphic Design, Color, and Lettering
- University of Minnesota Document Design
- Arizona State University Instructional Design and Technical Writing for the Computer Industry

B.S. History, Portland State University