

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
- HTML & CSS, Dreamweaver, Illustrator, Photoshop, InDesign, Acrobat, MS Office Suite, and Framemaker
- Photography, illustration, and image selection
- Color design and typography
- Project management
- Search engine optimization (SEO), accessibility, usability, and standards-compliant design expertise
- Mac and PC operating systems

Experience

4/2008–Present

Writer, Editor, Designer

Independent projects for small businesses and individuals including projects for:

- Whittier Consulting, Camas, WA—Wrote knowledge briefs and other content on Lean Product & Process Management using InDesign. Maintained and updated site for lppde.org.
- www.antiquehomestyle.com and www.midcenturyhomestyle.com — Develop, write, and build research-based information web sites for special interest niche. Use Adobe Creative Suite applications including Dreamweaver (HTML and CSS), Photoshop, and Illustrator.
- Swedish Finn Historical Society, Seattle, WA — Edit and produce 30-page quarterly newsletter for an international audience using InDesign.
- Other small business projects: catalog, graphics, banners, logos, and paper collateral for individual clients.

3/2009 – 7/2009

Course Developer

Four-month contract to develop two-semester course in creative writing. Working with subject matter experts and the project manager, created a 10-unit high school-level course in Dreamweaver using HTML and CSS including images, PDF worksheets, interactives and games. Created assessments in Respondus and built course interface in Blackboard.

KC Distance Learning
Portland, OR

9/2008

Technical Writer

Short, one-month contract to create baseline user documentation for a construction estimating application. Project entailed gathering all existing training materials and interviewing subject matter experts, writing and creating graphics, editing, and testing documentation against the application.

Intel
Hillsboro, OR

2/2003–4/2008

Web Developer/Editor-Writer

Designed multiple sites from concept to publication including page layout, graphic design, illustration, and photography. Developed sites using Dreamweaver for initial composition, then completed in HTML and CSS.

Canright
Portland, OR

Researched and wrote feature and marketing articles for several large 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. Used knowledge of search engine technology to create key-word 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)

Using HTML, CSS, and Adobe Photoshop, Illustrator, and Dreamweaver, 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 would provide information, tools, and resources to improve group productivity. Wrote intranet style guidelines and standards; developed

Nike
Beaverton, OR

standardized templates for use by departments. Trained department publishers to design and build department websites using Nike intranet standards.

2000–2001

Medscape
Hillsboro, OR

Intranet Editor

Managed corporate intranet of more than 10,000 pages with 60 active publishers. Maintained corporate intranet website using HTML, CSS, and Dreamweaver. Worked with Marketing and Corporate Communications to provide timely updates and information for employees. Conducted needs analyses and oversaw usability testing to improve ease of use. Provided one-on-one training, as well as group classes on publishing protocols and tools to enable staff to create department subsites. Designed and developed page templates as required.

1999–2000

AG Communications
Phoenix, AZ

Technical Writer/Editor (Contract)

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

1996–1999

AlliedSignal Engines
Phoenix, AZ

Technical Editor

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 and Photography 2005–2007
- Glendale Community College—Graphic Design, Color, and Lettering 1996-1998
- University of Minnesota—Document Design 1997
- Arizona State University—Instructional Design and Technical Writing for the Computer Industry 1993

B.S. History, Portland State University