

WENDY T. WRITER

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City, State XXXXX
XXX-XXX-XXXX

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OBJECTIVE:

To find a technical writing / editing position in the IT industry.

PROFESSIONAL SUMMARY:

Fifteen years of experience and writing and editing technical documents in the IT industry

- Skilled in both the PC and Mac environments
- Developing Word and FrameMaker templates
- Preparing PowerPoint and Keynote presentations
- Creating and modifying PDFs
- Writing / editing user manuals
- Documenting legacy mainframe systems with application system flowcharts using Visio
- Writing computer programs, managing a computer facility, and documenting complex procedures for federal government agencies

PROFESSIONAL EXPERIENCE:

IT Company 1/2006-10/2010

City, State XXXXX

Technical Writer

- Wrote, edited, and peer reviewed task procedures.
- Joined a documentation team that was behind schedule and quickly learned the team's writing style and process, enabling team to finish its project ahead of schedule.
- Assisted a second documentation team achieve its project milestone more than a month ahead of schedule.

ETC Systems 10/2002-12/2005

City, State XXXXX

Technical Writer / Editor

- Edited manuals describing the installation and use of hardware and proper flow of new material with existing document text.
- Edited and revised subject matter expert submissions, verified that all submissions were accurately incorporated into the primary document; edited the revised text for proper narrative flow.
- Performed various research and reviewed technical information.
- Assimilated complex document production process and became an independent contributor in only a few days.

Technology Company, Inc. 1/2000-9/2002

City, State XXXXX

Technical Writer / Editor

- Worked on a variety of document writing projects simultaneously.
- Wrote user guides based on information gained by reviewing program specifications and interviewing software engineers, refined user guides based on interactions with software prototypes, and rapidly modified user guides to reflect software delivered in an agile development cycle.
- Developed and maintained Web pages using HTML and Adobe Dreamweaver
- Developed a Word template for FAA documents that incorporated customized menus to simplify the use of document features including tables and graphics; the template was adopted for all projects company-wide.

Technical Corp., 10/1994-12/1999

City, State XXXXX

Technical Writer

- Developed Tenzing's initial list of documents necessary to support full system installation across an airline, and created a skeleton for each document.
- Researched and wrote documents as assigned and performed peer edits of documents produced by other writers on the team.
- Developed, refined, and maintained Word templates.
- Converted Word documents to FrameMaker and HTML
- Wrote and edited Frequently Asked Questions (FAQs).
- Wrote Installation and User Guides by reviewing program specifications, and interviewing software engineers; refined user guides.

SKILLS: Adobe Programs (Acrobat, Photoshop, Dreamweaver, Flash, FrameMaker)
Microsoft Office (Word, Excel, Powerpoint, FrontPage)
Lotus Notes, Keynote, AGILE, Visio, Microsoft Photo Editor, Sharepoint, RoboHelp,
Document Version Control System, HTML, limited Java

EDUCATION:

State University, 6/1994

City, State XXXXX

B.A. in Communication (cum laude)

REFERENCES AVAILABLE UPON REQUEST