

Database Administrator Database Administrator Database Administrator Ocean Park, WA In addition to a holding a bachelors degree, I have four years continuous work experience as a Technical Writer/Editor and Documentation Specialist in engineering and construction related companies. I have been responsible for producing and controlling technical reports containing engineering specifications, design drawings, cost estimates and technical data for nuclear programs and projects at Los Alamos National Laboratory (LANL) and the Nevada Test Site (NTS). I have developed engineering, construction and safety documentation for the Chemistry and Metallurgical Research Replacement (CMRR) Project, Technical Area 55 Reinvestment Project (conceptual, preliminary and final design), the Radiography Project at TA-55, and the Nuclear Materials Safeguards and Security Upgrades Project (NMSSUP - Phase II) at LANL. I have been responsible for ensuring that all documents are properly formatted and written in accordance with company procedures, customer requirements and DOE directives. I have worked in team environments, reporting directly to company presidents, vice-presidents, project managers, technical representatives, safety analysts, subject matter experts, estimators and engineers. I have tailored technical documentation, under direction of the project manager, analysts and engineers, to be compliant with DOE G 420.1-1, DOE M 413.3, and DOE STD 3009. I have prepared technical specifications that meet NQA-1 requirements and that are compliant with the CSI 2004 format and numbering systems. In performing my document development duties, I have recognized that I am required to verify technical requirements with cognizant managers and engineers. Working on projects involving Hazard Category 2 Nuclear Facilities and Category 1 special nuclear material, I have been accountable for following DOE and NNSA safeguards and security policies involving the handling of Unclassified Controlled Nuclear Information (UCNI). I have developed and maintained logs to control incoming documents (e.g., drawings, specifications, analyses, reports), ensuring that outgoing document packages are properly assembled and complete. I have been responsible for preparing and distributing both hard copy and electronic deliverable packages to the customer, stakeholder and project teams. On the TA-55 Reinvestment Project, I developed a comprehensive MSExcel spreadsheet that inventoried and cataloged existing gloveboxes at TA-55 to establish a

documented basis for the planned seismic qualification and upgrade subproject, which required me to contact numerous subject matter experts while populating the spreadsheet. I have also been responsible for maintaining program and project correspondence and transmittal logs and maintaining electronic documentation archives. On the CMRR project I developed a comprehensive transmittal log documenting completion of a major phase of the project that cross-walked each deliverable package against the related contract commitment (i.e., work breakdown structure deliverable descriptions). As a Technical Writer/Editor, Document Specialist, and Database Administrator I have been responsible for the following:

- Assembling and verifying completeness of documentation packages in accordance with company and customer requirements
- Assigning documentation numbers using company and customer protocols
- Maintaining correspondence and document distribution logs

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- Technical editing and formatting of reports and analyses in MSWord
- Creating report and specification templates for use of project team members in MSWord
- Converting MSWord, MSExcel and AutoCAD files to provide comprehensive completed reports in Adobe Acrobat (.pdf) format (with set book marking by chapter, section, appendix, etc)
- Tailoring material and equipment specifications to meet defined client requirements
- Maintaining record of review documentation including monitoring completion status, collection and organization of completed comment forms
- Interfacing with customer Subcontract Technical Representative(s) to collect and distribute Subject Matter Expert (SME) review comments to cognizant contractor engineer(s) for disposition
- Maintaining record of comment dispositions and forwarding the record forms back to the SMEs with revised engineering documentation to obtain concurrence
- Document control and document archiving on secure servers to meet NQA-1 requirements
- Verifying and documenting completeness of documentation relative to contract commitments and WBS dictionary deliverable requirements prior to submittal
- Updating and maintaining databases by populating tables, designing queries, generating forms, and compiling reports

Work Experience Database Administrator SM Stoller Corporation - Las Vegas, NV May 2009 to September 2010 Technical Writer/Editor Risk Technologies - Albuquerque, NM March 2008 to February 2009 Technical

Writer/Editor DMJM H&N / AECOM - Los Alamos, NM November 2007 to February 2008 Project  
Staff Assistant Burn & Roe - Los Alamos, NM December 2005 to November 2007 Technical  
Writer/Editor Jacobs Engineering - Los Alamos, NM October 2005 to December 2005 Technical  
Editor Q Consulting Service - Los Alamos, NM August 2005 to October 2005 Education B. S. in  
General Studies University of Idaho - Moscow, ID 2005 Certification Boise State University - Boise,  
ID 1999 Skills Data analysis, Database, Sql, Visual basic, Visual basic 6

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