

Profile Summary

Technical writer with ten years of experience in technical program management with a passion for writing technical content and developing educational materials.

Writing Skills

- Training materials for new engineering and management procedures
- Engineering documents: requirements, design documents, test plans, manuals
- Lesson plans for courses in math, physics, electronics
- White papers
- Technical material adapted to non-technical audiences
- Experience with the Chicago Style Manual

Management Skills

- Functional and project management
- Schedules, budgets, project plans, risk analysis, risk abatement
- Effective presentations

Computer Applications

Word, Project, Excel, PowerPoint, SharePoint, Visio, Illustrator

Education

Certificate in Technical Writing, University of Washington, Seattle, WA

MS Electrical Engineering, University of Vermont, Burlington, VT

BS Physics, University of Michigan, Ann Arbor, MI

Professional History

Independent Film Producer

Self-employed independent contractor, Seattle WA (10/2003–12/2011)

- Managed production of corporate training videos and narrative films
- Clients included HUD, FDA, Cornell University, and Boston University
- Wrote scripts and press kits

Launch Release Program Manager

AT&T Wireless / Mobile, Redmond, WA (10/2003–12/2003), contract through Volt Technical

- Managed online holiday advertisement campaign launches
- Host sites included Yahoo and MSN
- Converted 85% of projected store sales to web sales, exceeding the target goal by 15%
- Wrote first advertisement launch procedure

Engineering Program Manager

Siemens Medical, Issaquah, WA (2/2002–10/2002), contract through Volt Technical Resources

- Managed development of mid-range diagnostic ultrasound machines
- Educated stakeholders in development process
- Developed program management software applications to enable all departments to meet FDA documentation requirements for project planning

Software Program Manager

Avenue A, Seattle WA (4/2001–7/2001)

- Managed backend advertisement server development projects
- Defined and prioritized development projects
- Wrote retroactive design document for advertisement server's backend software

Software Program Manager

Akamai, Seattle, WA (5/2000–1/2001)

- Wrote Functional Requirements Specifications for software releases
- Wrote regular status reports on software development and testing
- Managed web broadcasting software projects
- Planned and scheduled software launches
- Used product to broadcast the National Democratic Convention, 8/2000

Engineering Program Manager

Philips Medical, Bothell, WA (3/1996–5/2000)

- Managed development of high-end diagnostic ultrasound machines
- Trained technical leads in project management
- Wrote the first set of Project Management Procedures for the Ultrasound Division
- Conducted three internal regulatory audits and wrote audit reports

Acoustic Measurements Laboratory Supervisor

Philips Medical, Bothell, WA (11/1993–3/1996)

- Directly supervised fifteen test technicians
- Wrote first engineering project management procedure for Measurements Department
- Received the Truly Outstanding Performance Award for Process Improvements (1996)

Teaching Experience

High School Math and Physics Teacher, 2 years

United States Peace Corps, Naililili, Fiji

College Electronics Teaching Fellow, 2 years

University of Vermont, Burlington, VT