

# ROBERT FREEMAN

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**OBJECTIVE:** Seeking a writing position with a company that can utilize my skills and help me grow.

**SKILLS**      Microsoft Office Suite (Word, Excel, Power Point, and Outlook)  
Visio                      AutoCAD                      SharePoint  
SAP                              Snagit

## QUALIFICATIONS

- Excellent communication skills
- Create, edit, and update documentation using various resources
- Used various Configuration Management Systems
- Ability to multitask
- Ability to prioritize projects
- Leadership

## ACCOMPLISHMENTS

- Security Clearance – Secret Clearance while in the Navy
- Received three group achievement awards

## EMPLOYMENT HISTORY

### First Command

July 2024 – October 2024

Technical Writer (short term contract)

- Created financial quick reference guides using various resources including videos, SME support, and previous documentation
- Created new style template using current corporate writing requirements

### Körber Supply Chain

October 2022 – April 2024

Technical Writer

- Created service, parts, and maintenance manuals
- Created templates
- Conducted training
- Reviewed assembly drawings and schematics for accuracy
- Researched which CE components needed to be replaced with UL components
- Edited Environmental Health and Safety Manual
- Edited and updated human resources documents
- Converted documents to a pdf format
- Minimum use of Jira

**ETC**

October 2021 – September 2022

Technical Writer III

- Created user manuals
- Created training manual for financial representatives and managers
- Converted documents to a pdf format
- Used approved business documents to update the user manual
- Reviewed and updated other various types of documentation
- Completed BA associated work

**Smartrise Engineering**

April 2019 – October 2021

Senior Technical Writer

- Created new writing standards
- Created and updated user manuals and guides
- Created templates
- Created Visio drawings
- Edited documents
- Wrote addenda
- Created PDF forms
- Reviewed code

**Oracle Elevator**

August 2018 – April 2019

Senior Technical Writer

- Created training course for instructors
- Wrote and updated elevator maintenance control plans
- Wrote escalator maintenance service plans
- Wrote recommendations for service contract agreements
- Created templates
- Created Visio drawings

**ETAN Industries**

January 2018 – July 2019

Documentation Specialist

- Edited and updated business requirement documents
- Edited and updated software detailed design documents
- Updated template
- Created Visio drawings
- Minimum use of Confluence

**Epic Products**

October 2017 – June 2018

Technical Writer

- Created modular training courses for operator and maintenance personnel
- Created operator and maintenance manuals
- Updated multiple manuals with current up-to-date design and functionality
- Company document liaison
- Worked with other personnel around the US

**ETC**

April 2014 – October 2017

Technical Writer

- Created Online Help documentation using HTML program RoboHelp
- Created training manual for customer service, financial representatives, and managers
- Wrote and edited software functional, preliminary, and design documents
- Assisted in editing bid proposals
- Reviewed and updated other various types of documentation
- Created templates
- Created and updated workflow drawings and processes

**Epic Products**

August 2013 – November 2013

Technical Writer

- Created, updated, and edited various manuals

**RSI Visual Systems**

February 2012 – November 2012

Technical Writer

- Wrote bid proposals for flight simulators
- Wrote and updated quality policies and standard operating procedures
- Revamped quality manual in order to meet current policies and procedures
- Constant communication with subject matter experts in order to write how the flight simulator equipment will meet all customer standard requirements
- Wrote and updated test procedures
- Edited and formatted past and current engineering documentation

**Variosystems**

May 2011 – July 2011

Documentation Specialist

- Created work instructions on how to build electronic boards
- Wrote engineering change orders for internal and external customers
- Conducted training

**Siemens**

September 2006 – March 2010

Technical Writer II

- Created online DITA based documentation
- Updated existing documentation in accordance with current specifications, change of material, and/or schematic changes
- Wrote bid proposals for airport logistics
- Wrote processes, procedures, and created flow charts
- Conducted training
- Parts Lead

**Siemens**  
Electronic Technician/Technical Writer

August 1998 – October 2004

- Engineering Lab Coordinator
- Constant communication with engineers and SMEs on various projects
- Created documentation packages consisting of illustrations, bill of materials, and other related information
- Wrote test procedures
- Wrote engineering change orders
- Conducted training
- Built test equipment
- Troubleshoot various types of electronic boards

**Motorola**  
Electronic Technician

December 1995 – August 1998

- Created manual on how to test and repair cellular base stations
- Reviewed code

**US Navy**  
Electronic Technician Second Class

August 1985 – November 1995

- Supervisor for night shift at Naval Communication Station
- Performed maintenance and troubleshoot communication, radar, cryptographic, and ancillary equipment
- Supply chain coordinator for electronics department
- Electrical Safety coordinator

## **EDUCATION**

December 2008

Tarrant County College  
**Associates Degree:** Business Management

June 1999 – May 2004

University of Texas in Arlington  
**Major:** Engineering

October 1995

Old Dominion University  
**Certificate:** Electronics Technician

## **ATTENDING**

Started October 2024

Google  
**Certificate:** Currently Taking Google Cybersecurity Course