

## Tara Alvarez Martin

#12 Albaño Subdivision, A.S. Fortuna Street, Mandaue City 6014



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### CAREER PROFILE

- Almost 10 years of diverse writing and editing experience – technical documentation, SEO and PR content creation, business and financial reporting, and abstracting and indexing
- Adept in MS Word, Excel, PowerPoint, and Publisher
- Proficient in Adobe RoboHelp, MSVisio, MWSnap & Snagit, GIMP, and in Latitude - a business and project management software tool
- Knowledgeable in IPv6, the Domain Name System, and in Accounting software such as QuickBooks, MYOB, and Simply Accounting
- Familiar with Testlink, Adobe Dreamweaver, HTML, SCP (Secure Copy Program), Wiki Markup, SSH (Secure Shell), CVS (Concurrent Versions System), VMware, SQL Server Management Studio, and Windows Virtual PC

### EMPLOYMENT RECORD

#### **Technical Writer** *March 2013 – present*

SolutionPlus Corporation (Cebu Business Park, Cebu City) develops, supports, and sells business management software for the US, Canada, Australia, New Zealand, and the UK market.

- Provides overall technical writing, proofreading, and editing support for the Developer Group.
- Creates release notes and email advisories for international clients on company's software version updates.
- Develops and updates user manuals, software help files, procedure guides, and how-to articles.
- Creates fliers, brochures, social media posts, and search engine optimization articles.
- Tests quality and functionality of software features and enhancements, and reports bugs.
- Tests interoperability of company's business management product with accounting software such as QuickBooks, MYOB, and Simply Accounting.

#### **College Instructor (Part-Time)** *November 2013 – Present*

Cebu Eastern College (Leon Kilat Street, Cebu City) is a Filipino-Chinese school, offering kindergarten, elementary, high school, and college classes.

- Coordinates, plans, prepare, presents and evaluates classroom instruction on technical writing and editing to achieve progression of learning for third-year Development Communications students.

#### **School Paper Adviser** *November 2013 – Present*

Cebu Eastern College (Leon Kilat Street, Cebu City) is a Filipino-Chinese school, offering kindergarten, elementary, high school, and college classes.

- Supervises and trains students for their growth and development in:
  - planning, organizing and producing the *Atalaya*, CEC's college paper
  - developing story ideas and creating a distinctive school paper format
  - coordinating the layout, copy, and contents of the *Atalaya*
  - editing articles and advertisements
  - meeting publication deadlines for distribution at scheduled dates
  - distributing the *Atalaya* to students and staff
- Proofreads all articles and advertisements.
- Ensures school paper content is accurate and appropriate for students, staff, and community readers.

#### **Technical Writer** *July 2010 – February 2013*

InfoWeapons Corporation (Cebu IT Park, Cebu City) creates next-generation, fully IPv6-compliant networking appliance products such as SolidDNS®, SolidGate™ and SolidProxy™. Since 2004, InfoWeapons has been assisting governments and enterprises shift from Internet Protocol version 4 (IPv4) to the Second Internet (IPv6).

- Provided overall technical writing, proofreading, and editing support for the Product Development Group, providing IPv6 solutions to businesses, the telecommunications industry, government agencies, and the military.
- Created release notes and email advisories for product resellers and clients on company's software version updates and BIND's security releases.

- Developed and updated online help tools and GUI designs supporting projects for the company's core product lines.
- Created and posted press releases and news updates for the company website, and submitted to free PR distribution sites such as the Business Wire and PR Newswire.
- Edited and updated company's MediaWiki using Wiki markup.
- Developed and updated product and training documentation for the sales staff, the resellers, and for clients to communicate efficiently and unambiguously with end-users.
- Conducted research required for a technical document to be clearly, concisely and accurately written.
- Bootstrapped and configured products for testing to see if documentation is accurate.
- Used Bugzilla, a bug-tracking system to report bugs, and TestLink, a test management tool that facilitates software quality assurance
- Created and updated high- and low-level technical network designs for the deployment of the company's DNS product.
- Created and edited Acceptance Test Procedures for Solutions Deployment.
- Compiled documentation for submission of Request for Proposals to bid as solutions vendor.

**Content Development Team Manager** December 2008 – February 2010

Smart-Traffic SEO Inc. (Metrobank Plaza Building, Cebu City) is a UK-managed search engine optimization company that provides high-quality services to international clients to ensure that they dominate the natural search engine rankings of their chosen sector.

- Maintained and implemented quality standard of key content-related SEO principles.
- Managed task delegation and strategic project planning.
- Created staff development directives such as recruiting, training and evaluation.
- Oversaw projects from start to finish.
- Wrote and edited SEO content for client sites.
- Created daily, weekly, monthly and annual management reports.

**Senior Editor** October 2005 – October 2008

CannonCreek Asia Inc. (A.S Fortuna Street, Mandaue City) produces, among others, the Troubled Company Reporter, which is a daily newsletter about companies with assets of US\$10 million or more throughout the United States, that are reorganizing, restructuring, or showing signs of financial strain.

- Wrote and edited news articles and financial reports, which were compiled and emailed to subscribers each business day from sources such as the Wall Street Journal, the Financial Times, Bloomberg News, SEC, and the US Bankruptcy Courts.

**Senior Editor/Abstactor** August 2001 – October 2003

Innodata XML Solutions Factory Inc. (HVG IT Park, Mandaue City) is a leading provider of business process, technology and consulting services, as well as products and solutions that help valued clients create, manage, use and distribute digital information.

- Provided abstract and appropriate content indexing terms of various source materials according to client's specification.
- Trained junior colleagues and edited their abstracts.

**PERSONAL INFORMATION**

Citizenship	: Filipino	Height	: 5'3"
Religion	: Roman Catholic	Weight	: 105 lbs.

**EDUCATIONAL ATTAINMENT**

Bachelor of Arts, Major in English  
Immaculate Conception College-La Salle nka La Salle University  
Ozamis City, Misamis Occidental

**REFERENCES**

Ann Margret Yap  
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Tate Publishing & Enterprises –  
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