

# Timothy Bjokne

◆ Knowledge Management | Technical Writing/Editing ◆

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*Seasoned technical writer and editor with diverse experience working across functional areas, from Information Technology (IT) and Engineering to Human Resources and Finance. Adept at fostering collaborative environments and spearheading innovative solutions to drive operational excellence and compliance. Expert in simplifying complex information provided by subject-matter experts into user-friendly content. Extensive experience managing documentation systems, enhancing content accessibility, and leading cross-functional teams to meet quality and contract requirements. Strong track record in developing and managing effective processes.*

## CORE EXPERTISE & INTERESTS

Content Planning and Review	<b>Full Document Lifecycle Development</b>	Proofreading
<b>Document Review Oversight</b>	Document Quality Control and Management	<b>Version Control</b>
Collaboration	<b>Technology Enthusiast</b>	Mentoring
<b>Workflow Automation</b>	Project Management Support	<b>Orientation/Training</b>
Flow Diagrams (Using Visio/Word)	<b>SharePoint Design</b>	SharePoint Documentation

## ASSIGNMENTS & PROJECTS

- **Provided creation, revision, and editing for a broad range of enterprise documents, including procedures, forms, brochures, and statements of work, spanning multiple departments such as IT and Human Resources.**
- Edited and assisted with the writing of requests for proposals for long-term chartering of two polar-class research vessels and a shipboard drilling rig used to collect sediment and rock core samples in the Southern Ocean; this effort included working with the Antarctic scientific research community, Raytheon subcontracts, legal, and vessel operations staff to award these multi-year, multi-million-dollar design-bid-build contracts.
- **Served as managing editor of the annual After-Operations Report (AOR), a contractually required document of more than 300 pages that highlighted accomplishments realized and challenges faced during the previous contract year; the National Science Foundation (NSF) customer used the AOR to measure performance and determine the annual award fee for this contract with an annual operating budget exceeding \$100 million.**
- Created a SharePoint 2016/SharePoint Designer workflow-driven task management system to receive, assign, and track documentation requests enterprise wide.
- **Spearheaded the creation of standardized document templates, leading to marked improvements in the consistency and quality of contractual documents and significantly reducing document preparation and draft revision time.**
- Designed and implemented a science-cruise planning and collaboration site using Microsoft SharePoint; a technical writing services request process using SharePoint and InfoPath; and a drafting, engineering, and cost estimating request process also using InfoPath forms deployed on SharePoint.
- **Working with IT, migrated from an Excel and Concurrent Versions System (CVS) document repository to a web-based solution utilizing PHP/SQL and SharePoint, improving document visibility, searchability, and version control at several geographically dispersed locations.**

## SOFTWARE/TECHNICAL PROFICIENCIES

Microsoft	Adobe	Other
Excel <b>OneNote</b> <b>PowerPoint</b> <b>SharePoint</b> /SharePoint Designer Visio <b>Word</b>	<b>AdobeSign</b> <b>Acrobat</b> Structured FrameMaker	Alfresco Information Management Software Open-Source Web Content Management System Gnu Image Manipulation Program (GIMP) PHP/SQL <b>Snagit</b> (screen / video capture application) Tortoise CVS - Concurrent Versions System Unix/Linux

(**Bold** text indicates expert level or near expert-level proficiency.)

## PROFESSIONAL EXPERIENCE

### DATA MANAGEMENT MANAGER | LEIDOS ANTARCTIC SUPPORT CONTRACT (ASC) OCTOBER 2017 – NOVEMBER 2023

- Collaborated directly with management from ASC and the NSF Office of Polar Programs, enhancing the quality and accessibility of the United States Antarctic Program document library, resulting in more efficient document retrieval.
- **Provided technical writing expertise, contributing to overarching document quality and consistency.**
- Launched and directed a "document steward" program, fostering a culture of accountability among departments for annual document reviews, leading to improved timeliness and depth of critical document evaluations, notably those with life and safety implications.

In addition to the above, continued to provide support described under the supervisor, technical editing role below.

### TECHNICAL EDITING SUPERVISOR | LEIDOS/LOCKHEED MARTIN ASC

APRIL 2012 – OCTOBER 2017

- **Spearheaded the creation, editing and review of technical and programmatic documents, supporting key areas such as Operations, IT, Information Security, Science and Technical Project Services, Project Management, and Senior Leadership, enhancing cross-departmental alignment and project execution.**
- Implemented weekly orientation for new hires, delivering key insights into ASC's document databases, writing resources, improving new employee onboarding efficiency and ISO 9001 compliance understanding.
- **Coordinated the management of the ASC contract deliverables library, safeguarding its integrity and facilitating seamless access to essential documents, which is pivotal for contractual compliance and operational success.**
- Designed Adobe FrameMaker templates that utilized XML to streamline the production of the annual Science Planning Summary, resulting in a more efficient process that freed up staff resources for other deliverables.
- Oversaw tasking of four technical editors and a document control analyst, managing the department's financial plan and forecasting technical editing needs, maximizing productivity and resource allocation.

### TECHNICAL WRITER & EDITOR LEAD | RAYTHEON – POLAR SERVICES

JULY 2011 – MARCH 2012

- Developed and enforced editorial standards to ensure consistency and quality across all technical documentation.
- **Conducted comprehensive reviews and revisions of technical materials, including user manuals, procedural guides, and system documentation, ensuring technical accuracy and user engagement.**
- Spearheaded the design, deployment, and management of SharePoint/InfoPath collaboration sites, optimizing document workflow and accessibility for various functional areas.
- Supervised a dedicated team of five technical writers, overseeing the team's workflow and workload, quality assurance, and professional development.

## EDUCATION

M.S. Coursework | Web Design & Database Administration | Denver University (University College)

B.S. | Journalism – News Editorial | Minor: Technical Writing | Minnesota State University

A.A.S. | Communications Electronics | North Dakota State College of Science