Emily Meyerding. CPTD

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OBJECTIVE: Contract or permanent employment in the field of Technical Communications in the Pacific Northwest.

EXPERIENCE: Twelve years technical writing/editing experience, involving both staff & contract assignments as a senior technical writer, editor, and desktop publications specialist, including:

- ➢ Internet Publishing
- ➢ Web Development
- ➢ Sarbanes – Oxley Documentation
- ➢ Hardware/Software Manuals
- ➢ Training Materials
- ➢ System administrator guides

- ➢ Quick Reference Guides
- ➢ Online Help Systems
- ➢ Template Development
- ➢ Procedures
- ➢ Process Documentation
- ➢ Style Guides

Seven years of project management and online documentation systems design and production: for UNIX, Linux, and Microsoft Windows operating systems. Worked with all user audience levels.

- ➢ Software Process Documentation
- ➢ System Administration References

- ➢ Quick Start Documentation
- ➢ SDK Documentation

Six years of systems administration/training, including UNIX, Linux, Windows 10/8/7/2000/XP.

Four years of accounting - financial system design, cash flow management, troubleshooting, financial analysis, vendor/creditor negotiations, policy and procedural development, A/R, A/P, G/L, I/N, F/A, interstate P/R, tax reporting and training accounting/bookkeeping staff.

SUMMARY of SKILLS:

Technical Writing / Instructional Design

Learning Objectives ... Blended learning solutions ... Online curriculum development ... ILT development ... Syllabus conformance evaluations ... Competency analysis ... Distance learning activities ... Assessments ... Course planning ... Course program implementation; Quality reviews; Test methodology ... Metrics and evaluations ... Train-the-Trainer ... LMS / LCMS ... Totara Administration

Technical writing ... Systems design & management ... Single source documentation ... Editing ... Internet publication ... Sarbanes – Oxley documentation ... Online help systems ... Procedural references ... Localization ... Chicago Manual of Style … AP Style Book … Microsoft Manual of Style … Boeing Manual of Style … Other style references … Concordances …

SUMMARY of SKILLS (Continued):

Technical Communication

Technical writing ... Systems design & management ... Single source documentation ... Editing ... Internet publication ... Sarbanes – Oxley documentation ... Online help systems ... Procedural references ... Localization ... Chicago Manual of Style … AP Style Book … Microsoft Manual of Style … Boeing Manual of Style … Other style references … Concordances …

Web Development & Graphics

Web site management ... HTML5 / SGML / XML / XHTML / … Apache Web server ... Web site analysis ... W3C standards ... Web content development ... Configuration management ... Image manipulation ... Graphics optimization ... … Single Source Development ...

Computer O/S & Languages

Linux (Red Hat / SuSE / Ubuntu) ... UNIX (Solaris / HP-UX / SCO) ... … Shell Scripts ... Microsoft Windows 10/8/7/XP ... Perl / CGI ... TCP/IP ... JavaScript ... HTML Help ... LaTex ... VMWare ...

Tools

Microsoft Office: Word, Excel, MS-Project, Excel, Access, Power Point, MS-Query, Outlook ... FrameMaker ... Structured FrameMaker (SGML / XML) ... Kile .. LyX ... LaTex ... Articulate … Open Office... Dreamweaver ... Camtasia ... HTML – Kit … Search Maker Pro ... Photoshop ... Adobe Illustrator ... GIMP ... ... GNU Tools ... MS Teams … Yammer …

PUBLICATIONS:

XML Content Reuse Systems for Instructional Design
eLearning Guild Journal, Jan-March 2004 (3 articles)

Presenter, 2001 Pan-Pacific Conference
Society for Technical Communication, Region 10

Digest, Submissions of Technical Topics
Frame Users' Digest 1994-2002

AFFILIATIONS:

Excellence Award 2003-2004 Online Communication Competition
Society for Technical Communication (STC), Senior Member

IWA – HWG International Webmasters Association / HTML Writers Guild, Member

International Society for Performance Improvement, Member

Association for Talent Development, Member

EDUCATION:

Technical Communication
> Langevin, MindLeaders,. Smart Certify, and Macromedia University course work; online seminar series ASTD and STC conference sessions.

Computer Technology
> Certificates and/or completion of courses in computer technology, Linux System Administration, Web development, indexing, technical communications, Dreamweaver, Fireworks, MS-Office products, Flash, Linux, Oracle, and others.
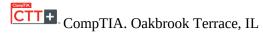
System Administration & Accounting
> Bellevue Community College / North Seattle Community College

Certified Professional in Talent Development (CPTD)
> ATD; Alexandria, Virginia

CTT+ Certified Technical Trainer
> CompTIA. Oakbrook Terrace, IL

M.A. Adult Education
> Pennsylvania State University; College Park, PA

B.A. Liberal Arts
> Antioch University, Seattle, Washington

> Certified Professional in Learning and Performance (CPLP)
> ATD certification Institute; Alexandria, VA

REFERENCES:

> Excellent personal and professional references available upon request.