

OVERVIEW: A seasoned web publishing professional with experience as an editor, writer, HTML coder, and graphic artist in high-tech, academic, and non-profit settings. Style guides used include the *Chicago Manual of Style*, the *AP Stylebook*, and Microsoft's *Manual of Style for Technical Publications (MSTP)*.

PROFESSIONAL EXPERIENCE

Employer: Prowess Consulting (Seattle, WA)

Position: Editor and Graphic Artist

Dates: 2008-present

Accomplishments:

- Work under numerous daily deadlines stipulated in Prowess' contract with Microsoft to publish content on the Microsoft employees' intranet, accessible by more than 90,000 employees, vendors, and contractors.
 - Edit and rewrite employee-specific content, e-mail news alerts to 20,000+ subscribers, and human-interest articles for grammar, punctuation, and tone according to the *Chicago Manual of Style* and *MSTP*.
 - Search for and prepare images in Photoshop for home page and news page by 8:00 a.m. every morning.
 - Troubleshoot, resolve, or escalate employee issues that are communicated via feedback e-mail.
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Employer: Entirenet (Bellevue, WA)

Position: Technical Editor

Dates: 2005-2008

Accomplishments:

- Edited content for developers, home users, and partners on the Microsoft Knowledge Base (<http://support.microsoft.com/search/?adv=1>). Work under daily deadlines.
 - Edited content according to strict machine translation and global English guidelines.
 - Subjected to random weekly reviews by Microsoft Quality Assurance team. Received perfect scores on more than 75% of articles reviewed.
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Employer: Monterey Institute of International Studies, Center for Nonproliferation Studies (Monterey, CA)

Position: Web Content Editor

Dates: 2002-2004

Accomplishments:

- Edited, wrote, and hand-coded content on Nuclear Threat Initiative website (<http://www.nti.org>).
- Coordinated and scheduled weekly updates to website.
- Conducted online research for timely nonproliferation articles and papers; wrote summaries; hand-coded and published content to website.
- Designed and created web graphics and navigational elements in Photoshop.

Employer: Sun Microsystems, Inc. (Santa Clara, CA)

Position: Technical Web Editor

Dates: 2000-2003

Accomplishments:

- Edited, wrote, and trademarked marketing and technical content on Sun's developer and partner websites.
 - Managed entire creation, production, and distribution of monthly e-newsletter with a circulation of 20,000+ Sun technology customers and partners; hand-coded and published online version to Sun website.
 - Owned "Events" and "News" pages: conducted online research for pertinent content; wrote, hand-coded, and published listings to website on a weekly basis.
 - Wrote meta tags (keywords and descriptions) for web pages.
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Employer: Sybex Computer Books, Inc. (Alameda, CA)

Position: Electronic Publishing Specialist

Dates: 1996-2000

Accomplishments:

- Designed and created book templates in FrameMaker.
 - Developed user documentation and trained staff in use of FrameMaker and templates.
 - Specialized in layout and production of award-winning Microsoft Certification Study Guides, which sold more than 2 million copies during tenure.
 - Collaborated with staff and consultants on project to publish books with SGML/XML.
 - Designed and edited icons and graphics using Photoshop and Illustrator.
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Employer: Multiple (independent contract work)

Dates: 1994-2004

Key Projects:

- Web Content Editor, Stanford University (Palo Alto, CA; 2004)
Updated, edited, and wrote research and academic content on department's website (<http://cisac.stanford.edu>); built new sections on department's website employing proprietary content management system (CMS) and cascading style sheet (CSS).
- Editor/Designer/Project Manager, Monterey Institute of International Studies (Monterey, CA; 2002)
Managed entire publication of 230-page language policy book for an international graduate school: created submission, editing, and printing schedules; edited submissions; designed book layout and 4-color cover.

EDUCATION AND TRAINING

- Coursework in HTML, XML, CSS, and JavaScript
- Certificate in Technical Writing, San Jose State University
- Certificate in Teaching English as a Second Language, Seattle University
- Bachelor of Music (Classical Guitar), San Jose State University