

# **William Budd Bartleby**

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## **OBJECTIVE**

Technical Writing/Marketing Communications

## **SUMMARY OF QUALIFICATIONS**

Professional writer with experience in technical writing and editing, marketing communications, web development and training

## **SKILLS AND TOOLS**

- Strong writing, proofing and editing skills
- Desktop Publishing: FrameMaker, PageMaker, Quark Xpress, MS Office
- Web Development: DreamWeaver, Cold Fusion, HTML, JavaScript, CGI scripts, FTP tools, Fetch
- Graphic Design: PhotoShop, Adobe Illustrator, InDesign
- Multimedia: MS PowerPoint, RoboHelp, Adobe Premiere, iMovie

## **EDUCATION**

**Certificate in Website Development & Design, expected completion 20XX**  
Portland Community College, Portland OR

**B.A. in English, June 20XX**  
Reed College, Portland OR

## **EXPERIENCE**

**Technical Writer Intern**, February 20XX – June 20XX  
Intel Corporation, Hillsboro OR

Duties: Intranet management and support, Developing and posting product training upgrades, Editing on-line training and technical support material, Generating reports

**Asst. Manager**, June 20XX – Present  
North by Northwest Books, Beaverton OR

Duties: Assisted in operations of web-based bookstore including maintaining web site and server, developing on-line customer support tools, and editing marketing materials

**Contract Writer**, March 20XX – Present  
Various Clients throughout Pacific Northwest (Partial list available on request)

Duties: Project management, Technical writing and editing, Development of PSA's, newsletters, advertisements and other marketing materials, Web development, Grant writing, Development and delivery of training resources, Database creation

REFERENCES, PORTFOLIO AND URL'S AVAILABLE ON REQUEST