

William Budd Bartleby

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Objective

Technical Writing/Marketing Communications

Summary of Qualifications

Project Management; Technical writing and editing; Development of PSA's, newsletters, advertisements and other marketing materials; Web development; Grant writing; Development and delivery of on-line customer support tools; Database creation; Intranet management and support; Developing and posting product training upgrades; Editing on-line training and technical support material; Generating reports; Proficiency with MS Office, Framemaker, Dream Weaver, Cold Fusion, HTML/XML, CGI scripts, FTP tools and RoboHelp; Maintenance and management of e-commerce site and server

Education

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

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

Experience

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

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

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

References and portfolio on request