

## **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: FrontPage, DreamWeaver, Cold Fusion, HTML, Javascripts, CGI scripts, FTP tools
- Graphic Design: PhotoShop, Adobe Illustrator, Paint Shop Pro
- Multimedia: MS PowerPoint, RoboHELP, WinHELP, Adobe Premier, iMovies

### EDUCATION

**Certificate in Technical & Professional Writing**, June 2007

Portland Community College, Portland, Oregon

**B.A. in English**, June 2005

Reed College, Portland, Oregon

### EXPERIENCE

**Technical Writer Intern**, February 2007 – June 2007

Intel Corporation, Hillsboro, Oregon

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

**Asst. Manager**, June 2002 - 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 2005 – 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