

Writing, Editing & Web Design

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OBJECTIVE

During the past 15 years as a writer and editor I have developed quick, clean copy on a multitude of topics and in varying styles from articles and blogs to manuals and quick start guides. I am currently available to freelance on short-term projects. I currently work in video gaming but I have researched and written on such varied topics as real estate, travel, supply management, training, risk assessment, human resources, SHEQ, PPE, Air Separation Units and hydraulic systems. I am proficient with HTML and have not only written and designed several successful websites, but have also developed GUIs.

WORK EXPERIENCE

Technical Writer | Incredible Technologies, Inc. | Vernon Hills, IL | From July 2008 to present

I create core compliance documentation for gaming initiatives with state gaming regulatory bodies and third party certification organizations, such as Gaming Laboratories International (GLI). I write and edit all of the content in a given submission package, create a full manual for the hardware and software, develop any graphics, organize schematics and workflow diagrams, and edit all of the mathematical compliance documentation. I also create manuals and quick start guides for coin-operated entertainment products, such as Golden Tee Golf, Power Putt, Silver Strike Bowling and Wii games.

EDUCATION

University of Missouri | <http://journalism.missouri.edu/> | Columbia, Mo | From August 1987 to June 1991
Area of Study/Major: Journalism: News Editorial and Magazine Writing

SKILLS

MS Office Suite Proficiency: Expert
Wordpress Proficiency: Proficient
Photoshop Proficiency: Advanced
HTML5 Proficiency: Advanced
CSS Proficiency: Proficient
Bootstrap Proficiency: Proficient
Javascript Proficiency: Proficient

KEYWORD DETAILS

Categories of Interest: Communications, Writing, Editing, Blogging, Copywriting, Online Content, Manuals, Procedures

Schedules: At the moment I am available for part-time and contract work

Willing to Travel: Yes

Career Level: Experienced (non-Manager)