

TRICIA SPICER BEKEY

[Website version—phone number and street address withheld]

Seattle, WA

Please visit my portfolio: www.TrishTales.com/portfolio.html

HireTrish@TrishTales.com

WRITING & EDITING EXPERIENCE

Volt at Microsoft, Redmond, WA

2008—2009

Technical Editor

Performed a full range of online editing services (developmental, substantive, and copyediting) on help topics and user interface text.

- Edited Windows Vista online help, Windows 7 offline help, and Windows 7 user interface text.
- Filed and/or resolved content-related bugs.
- Wrote quick reference guide for an in-house XML editor and rewrote XML section of style guide.

ERG Transit Systems, Seattle, WA

2007—2008

Technical Writer/Editor

Delivered online copyediting and substantive editing of technical documentation for a smart card system.

- Edited software user manuals, system administrator manuals, hardware installation guides, third-party developer specifications, client specifications, and training materials.
- Revised the writing of Australian programmers to meet the needs of American readers.
- Edited simultaneous product releases with overlapping deadlines.
- Wrote or rewrote procedures as needed.

Comprehensive Health Education Foundation, Des Moines, WA

2004—2006

Writer/Editor

Wrote copy and performed a full range of online editing services (developmental, substantive, and copyediting) on health education products and websites for children and adults.

- Edited 18 teacher's guides, nine consumer guides, eight storybooks, and many other product pieces.
- Wrote and edited five websites, one teacher's guide, two consumer guides, and numerous DVD booklets, newsletters, brochures, catalogs, fliers, and e-mail campaigns.
- Developed project schedules and managed multiple projects with conflicting deadlines.
- Coached writers and subject matter experts to help them improve their writing skills.

Northrop Grumman Information Technology, Lakewood, WA

2002—2004

Technical Editor

Performed a full range of hard copy and online editing services (developmental, substantive, and copyediting) on technical documentation for a weather forecasting system and a mobile wireless network.

- Edited software user manuals, system administrator manuals, hardware manuals, security publications, quick reference guides, training materials, and online help.
- Wrote the outline and procedures for a new online help system.
- Developed new editing process, style guide, schedules, templates, and version control system.
- Coached writers, engineers, and programmers to help them improve their writing skills.

Seattle Great Date, Seattle, WA

2002—2003

Website Designer/Writer/Webmaster

Designed, built, wrote, and maintained a speed-dating website for a freelance client.

- Created sign-up forms and configured a Perl script to process them.
- Implemented usability testing of the site and its sign-up forms in a variety of browsers.

Book Publishing Company [Lexis-Nexis], Seattle, WA

1994—2002

Editor/Indexer (1996—2002)

Delivered hard copy and online copyediting and indexing of city and county codes.

- Developed project schedules and managed multiple projects with conflicting deadlines.
- Helped supervise and train 12-person department as needed, ensuring consistent production flow.

Proofreader (1994—1996)

Proofread manuscripts and assisted in word processing department as needed.

- Earned reputation for meeting deadlines under any circumstances.

The Gottlieb Group, Los Angeles, CA

1992—1993

Editor

Delivered online copyediting and substantive editing of deposition summaries on a daily deadline schedule.

- Learned all phases of production and provided support in all departments.
- Wrote or rewrote deposition summaries as needed.

SuperShuttle News, Los Angeles, CA

1990—1991

Editor-in-Chief

Managed production of a new 8- to 12-page monthly newsletter for employees of an airport shuttle service.

- Wrote several articles per issue, evaluated other submissions, worked with writers, and performed online copyediting and substantive editing of all content.
- Designed layout, created PageMaker templates, and developed production schedules.

COMPUTER SKILLS

Advanced User

- Adobe Acrobat 6.0 Professional
- CoffeeCup HTML Editor 2006
- HTML & CSS
- Jasc Paint Shop Pro 9
- Microsoft Word 2007
- Nucleus CMS 3.40

Average User

- Adobe FrameMaker 6.0
- Adobe InDesign CS
- Adobe PageMaker 7.0
- DocStudio 2005
- DotNetNuke 3.1.1
- Macromedia Dreamweaver MX
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Visual Studio 2008
- Product Studio 2.10
- RoboHELP
- SnagIt 8
- XMetaL Author 4.6
- XML

STYLE GUIDES

- Proficient with the *Microsoft Manual of Style for Technical Publications* and the *Chicago Manual of Style*. Familiar with the *Associated Press Stylebook*.
- Experienced at creating and revising company style guides to provide clear editorial standards.

EDUCATION & TRAINING

- **Bachelor of Arts, English—Writing Emphasis**, Loyola Marymount University, Los Angeles, CA
- **Technical Writing Certification**, Bellevue Community College, Bellevue, WA

PROFESSIONAL MEMBERSHIPS

- Society for Technical Communication, Puget Sound Chapter
- Northwest Independent Editors Guild