

PROFILE

Skilled and accurate technical author with experience writing and reviewing user documentation, specifications and requirements. Now seeking next rewarding opportunity to make a successful impact in a technical team.

EXPERTISE

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| <ul style="list-style-type: none">▪ Educated to degree standard▪ Able to express technical issues to non-technical people▪ Creates printed publications for end users▪ Familiar with creation of text and graphic hotspots to link related items▪ Captures and arranges screenshots to explain functions and procedures▪ Knowledge of Adobe Photoshop for graphics manipulation▪ Experienced with Microsoft Office (7 years)
(Word, Excel, Access, PowerPoint, Outlook) |
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ACHIEVEMENTS

- Reviewed technical user manuals for naval navigation sub-systems.
- Proof-read communications prior to submission to clients
- Created company-wide document template in accordance with corporate guidelines
- Prepared and published technical specifications, test and acceptance documentation
- Prepared and delivered training courses using MS PowerPoint.
- Prepared and published user documentation for Access database using MS Word.
- Created personal web site at www.rich57.co.uk in 2006 using XHTML, CSS and a script editor, with focus on cross-browser compatibility and W3C accessibility issues.

WORK EXPERIENCE

Ultra Electronics PMES, Rugeley
Senior Engineer
Feb 2007 – present (Casual Worker)

- Maintained contract requirements database using DOORS (a Windows application)
- Updated technical documentation in preparation for design review prior to manufacture
- Assisted with technical documentation for a bid for submarine console project

GVA Grimley LLP, Birmingham
Intranet Web Developer
March-April 2007

- Developed and enhanced design of company intranet in accordance with corporate guidelines.

Ultra Electronics PMES, Rugeley
Senior Engineer – Navigation Systems
1978 – 2005 (Permanent)

- Developed customisable electronic systems for naval applications using embedded VME and proprietary systems.
- Pioneered project requirements management using DOORS to improve targeting, testability and traceability.
- Achieved acceptance into service of data distribution units for Minehunter vessel.
- Worked with suppliers to achieve successful integration and usability of military GPS.
- Co-operated with other system manufacturers to perform integration tests.
- Set up intranet Office and Email support forums to improve employee IT skills.

EDUCATION AND QUALIFICATIONS

National IT Learning Centre Jan 2006 – Present

Currently undertaking a self-funded, open and distance-learning course; working towards a Web Design & Development certification. Future modules include: XML, ASP.Net, Dreamweaver, Fireworks, Flash, E-Commerce.

Cannock Chase Technical College Sep 2006 – Jul 2007

- Adobe Photoshop (part-time)

Reading University 1978

- BSc: Cybernetics and Control Engineering.

TRAINING RECEIVED

- Health & Safety Awareness
- GroupWise Email
- MS Word (advanced)

TRAINING DELIVERED

- Operator & Maintainer Training for SHOLIS - a flight operation safety system
- Officer & Maintainer Training for a Minehunter Navigation Data Distribution System