

Writer and Editor Blue Ribbon Writing, Pleasant Hill Jan 2007–Jan 2012

- B2B writer and editor, managing the written word at BlueRibbonWriting.com.
- Created and edited Web content, technical documentation, and marketing materials.
- Webmaster for client websites, using CMS to post news, blog articles, and photos.
- Clients include Samsung Techwin, Pelco (Schneider Electric), MB/I, and dozens of others.

Senior Technical Writer QuadraMed Corp., Alameda June 2003–Dec 2006

- Main writer for Quantim coding and charting applications used by major medical centers. Sole writer in the Alameda office, reporting to manager at HQ in Virginia.
- Updated single-source documentation. Generated files for both online help and print distribution.
- Produced +20 separate documents quarterly (ranging in size from 4–220 pages) including user guides, training guides, release notes, and quick reference cards.

EDUCATION

Bachelor of Arts in History from the University of California, Davis

COMPUTER & INTERNET SKILLS

Using MS Windows, I have the following proficiencies:

Adobe Acrobat	Basecamp	Time & Project Management
Adobe FrameMaker	Canva	ClickUp
Microsoft	Dropbox	Notion
Excel	Evernote	Trello
Outlook	MailChimp	Video Conferencing
PowerPoint	SnagIt	Google Meet
SharePoint	Social Media	WebEx
Visio	Facebook	Zoom
Word	LinkedIn	Web Site Content & Creation
Google Docs	Pinterest	HTML
Google Drive		WordPress
Google Sheets		Weebly

and others—always eager to learn more