LAURA E. BERWICK

Technical Writer/Editor, Document Management Expert

Relocating to Seattle in July 2017   1 (713) 530-6115   leberwick@gmail.com

Summary

Polished writer with **10+ years of experience** and **B.S. in Electrical Engineering,** looking for work near Seattle. Passionate about learning new and **complex ideas** and communicating them **clearly to non-expert** audiences. Regularly meets **multiple deadlines** with **minimal supervision** and contributes significantly to **team efforts**.

Portfolio available online at http://laura-e-berwick.com.

Applications Skills

Mastered: Microsoft Word, Excel, PowerPoint, and Visio, and Adobe Acrobat.

Proficient in: Microsoft SharePoint, Google Docs and Sheets, Open Office, and Adobe Illustrator.

Familiar with: Microsoft Publisher, Adobe Photoshop, GIMP, and Lyx (LaTex).

Basic Coding: HTML, JavaScript, C++, Perl

Document Project Highlights

Document Management Process Design

Established process to manage client documentation, leveraging platform features to automate document control and significantly reduce business costs.

- Formulated governance for SharePoint site and libraries.
- Developed procedures, checklists, and forms for entire document lifecycle.
- Simplified formatting template styles and structure.
- Met one-on-one with document custodians for hands-on process introduction.
- Created a library user-friendly training and guidance.

Technical Editing

Edited academic and industry technical documents for clarity, grammar, and style.

- 75-page book on proprietary directional drilling steering subsystems.
- Mechanical engineering Master's thesis on fluid dynamics.
- Psychology Master's thesis on diagnostic classification systems.
- Doctoral dissertation on integration of technology in education.

Invention Disclosures

Collaborated with client to prepare invention disclosures for their legal department.

- Interviewed inventors and technical experts.
- Wrote invention descriptions for a non-technical audience.
- Developed illustrative diagrams and graphs.

Document Project Highlights, continued

Web Application User Guide and Help Text

Collaborated with web developer to provide help documentation for an oil field data entry and reporting application.

- Interviewed application developer and leveraged existing help documentation.
- Thoroughly explored application via administrator access.
- Created illustrated instructions for common tasks, cataloged features of interactive screens, and corrected mouse-over help text.

Document Simplification

Reduced 300+ pages of piping standards and procedures from multiple business divisions into a single 40-page manual.

- Reviewed documents for redundant content.
- Highlighted "need to know" requirements versus "nice to know" guidance.
- Collaborated with experts to clarify vague text.
- Reorganized core content to improve logical flow, and edited for grammar.

Project Management

Managed three writers to produce a 50-page oil well instruction manual in eight weeks.

- Moderated weekly progress meetings and scheduled content meetings with subject matter experts.
- Optimized workload for each writer.
- Spot-edited early drafts to improve consistency across writers.

Employment History

Senior Technical Writer

Information Development Inc., Houston, Texas – Jul. 2006 to Present

Electrical Engineer

Augmentix Corporation, Houston, Texas – 2003 to 2005

Foxconn Corporation, Houston, Texas – 2002

RadiSys Corporation, Houston, Texas – 2001 to 2002

Education

Master of Arts in English Literature

University of Houston, Houston, Texas – June 2006

Bachelor of Science in Electrical Engineering

Rice University, Houston, Texas – December 2000