

Education

Oakland University, Rochester, MI
Master of Arts in English, June 1999
G.P.A. 3.9/4.0

University of Michigan, Dearborn, MI
Bachelor of Arts in English, December 1995
G.P.A. 3.7/4.0

Additional course work in Access database development, DOORS requirements management software, and web design

Skills and Abilities

Excellent writing, editing, desktop publishing, public speaking, design, and organizational skills

Proficient with DOORS, MS Access, PageMaker, Photoshop, FrameMaker, Microsoft Office, Visio, Lotus Notes, Dreamweaver, and Flash

Languages

HTML, VB, SQL, XML, XSL, and XSLT

Experience

Chrysler (Contracted through Belcan and DGE Inc.). Rochester Hills, MI. July 2002 – Present.

Product Engineer 2003 to Present

Developed and managed requirements for both the tools group and the controls group. This included: leading the CMMI Requirements Management/Requirements Development Process Action Team, developing requirements, managing requirements, and managing development schedules.

Developed and taught courses in DOORS and requirements engineering.

Developed, tested, supported, and trained users on databases, websites, and tools. Managed software licenses and maintenance.

Media Specialist 2002 to 2003

Determined a way of extracting data automatically from Simulink software models and transforming it into XML that complied with industry standards. This work included extensive scripting of XSLT style sheets..

Cleared a backlog of work associated with publishing automatic transmission documentation in approximately 1/5 of the time that management estimated was necessary. Edited various other department documents for format, clarity, and style.

Wrote various macros to facilitate document conversions and data entry. Developed Microsoft Access databases.

Redesigned and maintained the department's web site

DGE, Inc. (Direct Employee) Rochester Hills, MI. September 2000 – July 2002.

Communications Director

Supervised the translation of various technical manuals and documents from German to English. Edited the completed translations for grammar and style. Supervised and assisted in the conversion of an online service manual from the proprietary MDS2 format to standard HTML. Managed a team of freelance copywriters for a project that entailed the creation of advertising copy for an online jewelry store.

Developed online tests for the company's recruiting division. Created a database-driven web site for clients that allows them to access their DGE applicants' data online. Created an online database for preferred minority suppliers.

Designed and implemented a new resume database application for the recruiting division. Wrote a manual for the software.

Wrote and edited manuals, reports, and marketing communications for DGE and its clients.

Detroit Engineering Center (Contract through DGE, Inc.). Rochester Hills, MI. July 1999 to September 2000.

Media Specialist

Fulfilled all technical writing and web design responsibilities. Worked with project engineers to produce and edit software and hardware manuals, reports, and presentations. Prepared and edited various marketing materials, including product data sheets. Conducted a business and technical writing class for employees. Designed graphics for various applications.

Designed and maintained the facility's web site, as well as an online version of the operations manual. Produced and contributed to the center's online newsletter. Designed and implemented online surveys.

Designed and scripted a prototype electronic version of the *Viper Owner's Manual* for PDA viewing.

MSX International/Detroit Engineering Center. Rochester Hills, MI. October 1996 – July 1999.

Technical Writing Consultant

Assisted in the development of the organization's style sheet. Compiled and edited the organization's Operations Manual. Edited reports and presentations for clarity, style, and grammar. Created data sheets for various products.