

ANNA L. REED
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(703) 671-3104

SKILLS

Security Clearance:

- DHS Public Trust – BI (Business Information)
Active until June 2013

Tools:

- Hardware: PC-Compatible, MacIntosh
- Word Processing & Desktop Publishing Software: MS Word for Windows, WordPerfect 12, FrameBuilder
- Database & Spreadsheet Software: MS Access 97, MS Excel
- Graphics & Layout: Photoshop CS3, MS PowerPoint, PageMaker
- Internet: HTML, Dreamweaver CS3, XML, JavaScript

Technical Writing & Editing:

- Wrote, edited, and performed QA checks on user guides and C&A documentation for ALON, Inc.
- Proofread, edited, and performed QC checks on comments for revised National Children's Study health surveys for client (Westat)
- Proofread and edited articles for American Fisheries Society journals
- Reviewed print proofs of Library of Congress Congressional Research Service (CRS) reports, implemented QA corrections in WordPerfect files, and assisted the Cadmus AP conversion team in QA of Word files.
- Proofread and edited book reviews for an American Psychological Association journal
- Researched, wrote procedures, and transcribed SME edits for Residential HVAC Technician training modules
- Researched and wrote reports and PowerPoint presentations on technology-related topics (RFID, smart cards)
- Researched and wrote the National Summary Report on Utility Programs and Incentives for Renewable Energy
- Reviewed and revised ISO 9000 process documentation text and flowcharts
- Created abstracts for documents in the NC Office of Waste Reduction (OWR) technical resource library database
- Proofread, edited and assembled technical reports and proposals into professional formats for environmental consulting firms

Database & Website Management:

- Processed electronic files and created HTML links to news and research articles for the AAAS Science Online website
- Revised structure of company website and wrote new site content [www.i-centralpoint.com]
- Searched Internet for current renewable energy legislation and edited files in HTML for the Database of State Incentives for Renewable Energy (DSIRE)
- Wrote and edited approximately 10,000 entries for the OWR technical resource bibliographic database

Software Documentation:

- Developed inter-library loan documentation and testing scenarios for the TRLN Document Delivery System (DDS) Project
- Proofread, edited and rewrote Research Modeling Facility documentation and the Meteorological Data Management System (MDMS) User's Guide for EPA

WORK EXPERIENCE

TECHNICAL WRITER
Infinite Resources

June 2010 – September 2010 (contract)
Manassas, Virginia

PROOFREADER/EDITOR
The BOSS Group

July 2009 – September 2009 (contract)
Bethesda, Maryland

TECHNICAL EDITOR American Fisheries Society	August 2008 – October 2008 Bethesda, Maryland
PUBLICATION SPECIALIST ICF International	July 2007 – January 2008 (contract) Fairfax, Virginia
PRODUCTION SPECIALIST/EDITOR Editech Services Inc.	June 2006 – July 2007 (contract) Reston, Virginia
TECHNICAL WRITER Spherion	March 2006 – June 2006 (contract) McLean, Virginia
PROOFREADER/COPYEDITOR Editech Services Inc.	March 2005 – March 2006 (contract) Reston, Virginia
TECHNICAL WRITER CentralPoint	February 2004 – September 2004 Arlington, Virginia
TEST SCORER/TELEPHONE SURVEYOR Department of Urban Affairs, NCSU	November 2001 – May 2003 (contract) Raleigh, North Carolina
CONTRACTS ASSISTANT Education and Training Systems International (ETSI)	July 2001 – October 2001 Chapel Hill, North Carolina
LAYOUT/TECHNICAL SUPPORT SPECIALIST NCDPI – Evaluation Services	November 2000 – December 2000 (contract) Raleigh, North Carolina
REPORT PRODUCTION SPECIALIST Entropy Inc.	April 2000 – September 2000 Raleigh, North Carolina
DSIRE PROJECT ASSISTANT North Carolina Solar Center	1998 –1999 Raleigh, North Carolina
PROCESS ANALYST Nortel (Northern Telecom) - Information Distribution Services (IDS)	1997 – 1998 (contract) RTP, North Carolina
SOFTWARE DOCUMENTATION SPECIALIST NCSU - Library Services	December 1996 - January 1997 (contract) Raleigh, North Carolina
DOCUMENT REPRODUCTION COORDINATOR ENSR Corporation	August 1996 - October 1996 (contract) Raleigh, North Carolina
DATABASE SPECIALIST NCDEHNR - Office of Waste Reduction	1993 - 1996 Raleigh, North Carolina
TECHNICAL WRITER - ASSOCIATE PROGRAMMER Computer Sciences Corporation	January 1993 - March 1993 (contract) RTP, North Carolina

EDUCATION - ADDITIONAL TRAINING

B.S., Human Ecology, 1986

RUTGERS UNIVERSITY, COOK COLLEGE SCHOOL OF ENVIRONMENTAL SCIENCE

SOCIETY FOR TECHNICAL COMMUNICATION – CAROLINA CHAPTER, RALEIGH, NC, JANUARY 2001

- Web Development 101: An Introduction to Web Site Development

ACE CLASSES/FAIRFAX COUNTY PUBLIC SCHOOLS, FAIRFAX COUNTY, VA, MAY - JUNE 2008

- Adobe Dreamweaver CS3
- Adobe Photoshop CS3

ACE CLASSES/FAIRFAX COUNTY PUBLIC SCHOOLS, FAIRFAX COUNTY, VA, MAY - JULY 2009

- JavaScript: Building Interactive Websites
- XML

PROFESSIONAL SOCIETIES

SOCIETY FOR TECHNICAL COMMUNICATION – WASHINGTON DC CHAPTER, 2003-2010