

ANNA L. REED
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SKILLS

MS Word	Photoshop CS3	MS Excel	HTML
WordPerfect 12	Dreamweaver CS3	MS PowerPoint	XML
FrameBuilder	PageMaker	MS Access 97	JavaScript

SECURITY CLEARANCE

DHS Public Trust/B-I (Business Information). Active until June 2013.

WORK EXPERIENCE

Infinite Resources Manassas, Virginia
Technical Writer June 2010 – September 2010 (contract)
Updated and edited Service Request Tracking Repository (SRTR) and Master Site Tracking Repository (MSTR) User Guides for client (ALON, Inc.). Created style guide for 287(g) program documentation.

The BOSS Group Bethesda, Maryland
Proofreader/Editor July 2009 – September 2009 (contract)
Proofread, edited, and performed QC checks on comments for revised National Children's Study health surveys for client (Westat).

American Fisheries Society Bethesda, Maryland
Technical Editor August 2008 – October 2008
Proofread and edited articles and Table of Contents material for AFS journals.

ICF International Fairfax, Virginia
Publications Specialist July 2007 – January 2008 (contract)
Provided day-to-day production support for CRS personnel at the Library of Congress. Reviewed print proofs of reports and moved them on to production. Implemented QA corrections in WordPerfect files. Assisted the Cadmus AP conversion team in QA of Word files.

Editech Services Inc. Reston, Virginia
Production Specialist/Editor June 2006 – July 2007 (contract)
Processed electronic files for client (AAAS E-Media). Created HTML links to news and research articles for the Science Online website. Conducted training in e-file preparation. Proofread and edited psychology journal book reviews for client (APA).

Spherion McLean, Virginia
Technical Writer March 2006 – June 2006 (contract)
Researched and wrote equipment and service procedures for Residential HVAC Technician training modules on contract to Axiom Resource Management. Incorporated SME comments and edits into draft manuscripts for client.

Editech Services Inc. Reston, Virginia
Proofreader/Copyeditor March 2005 – March 2006 (contract)
Proofread both hardcopy and online pharmaceutical documentation for United States Pharmacopeia. Proofread and copyedited book manuscripts for publisher. Edited FEMA training course materials for federal government contractor.

CentralPoint Arlington, Virginia
Technical Writer February 2004 – September 2004
Revised structure of company website and wrote new site content [www.i-centralpoint.com]. Researched and wrote reports on business and technology-related topics (RFID, smart cards). Created and presented research projects in PowerPoint.

NCSU – Urban Affairs Raleigh, North Carolina
Test Scorer/Telephone Surveyor November 2001 – May 2003 (contract)
Scored computer skills tests for middle school students. Conducted telephone surveys of farmers and child care providers.

Education and Training Systems International (ETSI) Chapel Hill, North Carolina
Contracts Assistant July 2001 – October 2001

Used MS Word to create and edit proposals for pharmaceutical sales training materials. Maintained hardcopy and electronic filing systems for final drafts.

NC Department of Public Instruction – Evaluation Services Raleigh, North Carolina
Layout/Technical Support Specialist November 2000 – December 2000 (contract)
Used PageMaker for layout and graphics placement in the InfoTech newsletter. Provided general support for bibliographic databases.

Entropy Inc. Raleigh, North Carolina
Report Production Specialist April 2000 – September 2000
Used MS Word to format air pollution testing reports. Checked field data for accuracy. Used Visio to edit engineering drawings. Assembled final drafts into professional formats for clients.

North Carolina Solar Center Raleigh, North Carolina
DSIRE Project Assistant 1998 –1999
Provided support for the Database of State Incentives for Renewable Energy (DSIRE) by searching the Internet for renewable energy legislation and editing files in HTML for addition to the website. Researched and wrote case studies for the National Summary Report on Utility Programs and Incentives for Renewable Energy.

Nortel (Northern Telecom) - Information Distribution Services (IDS) RTP, North Carolina
Process Analyst 1997 – 1998 (contract)
Managed revisions and review meetings for ISO 9000 process documentation. Used FrameBuilder to create and edit text and flowcharts.

NCSU - Library Services Raleigh, North Carolina
Software Documentation Specialist December 1996 - January 1997 (contract)
Helped to develop testing scenarios for inter-library loan software called the TRLN Document Delivery System (DDS) Project. Wrote a draft information brochure.

ENSR Corporation Raleigh, North Carolina
Document Reproduction Coordinator August 1996 - October 1996 (contract)
Used WordPerfect to edit environmental consulting reports and proposals. Assembled final drafts into professional formats for clients.

NCDEHNR - Office of Waste Reduction Raleigh, North Carolina
Database Specialist 1993 - 1996
Wrote and edited approximately 10,000 entries for the Office of Waste Reduction (OWR) technical resource bibliographic database. Created abstracts for books, conference papers, and journal articles. Provided support for telephones and mailing list databases.

Computer Sciences Corporation RTP, North Carolina
Technical Writer - Associate Programmer January 1993 - March 1993
Proofread, edited, and rewrote Research Modeling Facility (RMF) software documentation and the Meteorological Data Management System (MDMS) User's Guide for USEPA

EDUCATION - ADDITIONAL TRAINING

B.S., Human Ecology, 1986
Rutgers University, Cook College School of Environmental Science

Society for Technical Communication – Carolina Chapter, Raleigh, NC, 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