

ANNA L. REED
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Fairfax, VA 22031
(703) 671-3104

SKILLS

- 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, Visio
 - Internet: HTML, Dreamweaver CS3, SGML

Technical Writing & Editing:

- 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)
- Created proposals for pharmaceutical sales training materials
- 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

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| PUBLICATION SPECIALIST ICF International, Fairfax, Virginia | July 2007 – January 2008 (contract) |
| PRODUCTION SPECIALIST/EDITOR Editech Services Inc., Reston, Virginia | June 2006 – July 2007 (contract) |
| TECHNICAL WRITER Spherion, McLean, Virginia | March 2006 – June 2006 (contract) |
| PROOFREADER/COPYEDITOR Editech Services Inc., Reston, Virginia | March 2005 – March 2006 (contract) |

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

EDUCATION - ADDITIONAL TRAINING

B.S., Human Ecology, 1986

RUTGERS UNIVERSITY, COOK COLLEGE SCHOOL OF ENVIRONMENTAL SCIENCE

COMPUTER TRAINING UNIT, NCSU DIVISION OF CONTINUING & PROFESSIONAL EDUCATION, RALEIGH, NC, SEPTEMBER/OCTOBER 1998

- Web Page Design - Intermediate
- Access 97 - Intermediate

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

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

- Adobe Photoshop CS3

PROFESSIONAL SOCIETIES

SOCIETY FOR TECHNICAL COMMUNICATION – WASHINGTON, DC CHAPTER, 1996-2008