

Maurice King
1221 Taylor Street NW
Washington, DC 20011
(202) 321-9577
benadam@cyberdude.com

Career Summary

- Proven success as a senior/lead technical communicator and/or publications manager.
- Capable of working autonomously with minimum supervision.
- Mastery of a wide array of documentation software applications.
- Experience managing projects independently and as team leader.
- Hands-on experience with internationalization/globalization teams serving an international audience.
- Experience in a wide range of business settings, including international trade, banking, finance, publishing, chemical research, healthcare, education, military and professional music.

Skills Analysis

<i>Languages</i>	English (mother tongue) Hebrew - fluent speaking, reading, writing French - fluent speaking, reading, writing German - partial knowledge speaking, reading, writing
<i>Word processing:</i>	Microsoft Word, WordPerfect, Accent
<i>Desktop publishing:</i>	Interleaf (UNIX), Ventura/Corel Ventura, FrameMaker (with/without SGML), PageMaker, Adobe Acrobat, Author-it
<i>HTML editing:</i>	Microsoft FrontPage, WebWorks Publisher, Macromedia Dreamweaver, Deva Tools for Dreamweaver
<i>WinHelp editing:</i>	RoboHelp, ForeHelp, Help Magician Pro, EasyHelp/Web, Doc-to-Help, Microsoft HTML Help Workshop
<i>Graphics:</i>	Corel Graphics, MS PowerPoint, MS Paintbrush, Lotus Freelance Plus, Microsoft Image Composer, Visio, Paint Shop Pro, Macromedia Freehand, Adobe Illustrator, Adobe Photoshop
<i>Operating systems:</i>	DOS, Windows/Windows NT, UNIX, MacIntosh, VMS
<i>Familiarity with:</i>	C, C++, JavaScript, Perl, SGML, Remedy

Work Experience

Contract Documentation Specialist since July 08
Pension Benefit Guaranty Corporation

Technical Writer

- Format policies into HTML for inclusion into online manual.
- Create index for online manual.
- Import and reformat documentation from RoboHelp to AuthorIt.

Freelance Technical Writer/Author/Columnist Apr 03 – June 08

Author, Writer, Columnist, Journalist

- Wrote novel; began screenplay based on novel.
- Wrote monthly editorial column and articles.

- Wrote poems and short stories.
- Worked on short-term contracts.
- Assisted clients with document creation and editing.

Contract Technical Writer

Feb 07 – May 07

Wilderness Technology Alliance

Technical Writer

- Wrote training curriculum for instruction in Microsoft Office Word 2007.
- Performed user testing of curriculum in the classroom.

Principal Technical Writer

Jan-02 – Mar 03

DynCorp

Technical Writer, Online Help Design, Project Manager

- Created five documents for users and technical staff in both online and printed formats for Parking Management System for Pentagon.
- Created Web-based online Help system using HTML and ASP coding, JavaScript, Java applets, and cascading style sheets.

Contract Technical Writer

Dec-01 – Jan-02

Carefirst Blue Cross/Blue Shield

Technical Writer, Online Help Design

- Converted documentation from existing Word documents into HTML files.
- Established documentation standards for online Help project.
- Edited text to ensure consistency of style and correctness of grammar and syntax.
- Edited and formatted HTML coding in WebHelp project

Temporary Help Desk Attendant

Oct-00 to Dec-01

Bureau of National Affairs

Help Desk

- Answered calls for technical support from employees.
- Reported problems in trouble tickets in Remedy application.
- Occasionally provided solutions for software problems.

Freelance Technical Writer/Editor

Oct-00 to Jun-01

Technical Writer, Project Manager

- Wrote/edited user, administrator, and service documentation for Hughes Network Systems.
- Prepared/edited graphics as required for technical documentation.
- Reviewed/edited service documentation for Nortel Networks

Contract Technical Writer

Jul-00 to Oct-00

Bell Atlantic (Verizon)

Technical Writer, Online Help Design

- Updated organizational chart as personnel changed.
- Edited user manuals in FrameMaker for existing client base.
- Edited online Help for software applications used in telephone industry.

Senior Technical Writer

Dec-99 to Jul-00

Mid-Atlantic Medical Services Inc.

Technical Writer, Web Page Design & Development

- Developed SGML-compatible FrameMaker templates for single-sourcing documentation designed for printed, electronic, online, and Web formats.
- Developed and maintained style guide for departmental documentation.
- Created and designed Web interface for online systems in development.
- Administered training course for department in Adobe FrameMaker.

- Contract Technical Writer** Aug-99 to Dec-99
Raytheon Systems Company
Technical Writer, Online Help Design
- Developed SGML-compatible FrameMaker templates for single-sourcing documentation
 - designed for printed, electronic, online, and Web formats.
 - Developed and maintained style guide for departmental documentation.
 - Created and maintained graphic content for all documentation.
 - Validated software functionality.
- Contract Technical Writer** Jul-99 to Jul-99
Amdocs, Inc.
Technical Writer, Training, Telephony
- Created training materials for sales representatives in cellular telephone industry.
- Contract Technical Writer** Apr-99 to Jun-99
Tekelec Inc.
Technical Writer, Telephony, PDF Distribution
- Configured PDF documents for distribution on CD ROMs.
 - Created templates in FrameMaker to streamline production of PDF files for distribution on
 - CD ROMs.
- Contract Technical Writer** Jan-99 to Apr-99
Tangram Enterprise Solutions
Technical Writer, Online Help Design
- Created user's manual and online Help for business software application from product specifications for new release using Microsoft Word 97 and RoboHelp 7.0.
- Documentation Specialist** Aug-98 to Dec-98
Per-Se Technologies
Technical Writer, Online Help Design, Web Graphics Artist, Web Page Design & Development
- Converted existing documentation from Microsoft Word 97 to Adobe FrameMaker 5.5.
 - Designed online documentation (WinHelp, HTML) from existing publication sources.
- Contract Technical Writer** Jun-98 to Aug-98
IBM
Technical Writer
- Rewrote and edited service manual for computer hardware.
- Documentation Specialist/Web Design** Mar-98 to May-98
MCI
Technical Writer, Web Graphics Artist, Web Page Design & Development, Telephony
- Designed and developed corporate Intranet site.
 - Designed and developed templates for internal documentation.
 - Wrote Javascripts for Web pages, including online forms.
- Senior Technical Writer/Editor** Sep-96 to Feb-97
Motorola
Technical Writer, Project Manager, Online Help Design, Web Graphics Artist, Web Page Design & Development
- Managed autonomously documentation projects for:
 - mobile communications equipment
 - digital video systems
 - software applications (including online Help)
 - Proofread and edited all English-language documentation produced at site.
 - Designed interfaces for software products.
 - Designed Intranet Web site.

- Rendered instruction and consultant services for online Help projects.

Freelance Technical Writer

Jul-88 to Sep-96

Project Manager, Technical Writer, Online Help Design, Web Graphics Artist, Web Page Design & Development, Testing

- Translated general, technical, and legal texts, including typing, editing, and DTP
- Typed, edited, and prepared technical documentation
 - User's/owner's manuals
 - Instruction manuals
 - Reference guides
 - Patent applications
 - Submissions to technical journals and trade fair lectures
 - Presentations

Tools: according to customer specifications.

- Designed and prepared interactive documentation, both WinHelp and HTML, for use with software products and for Web sites.
- Worked as a professional translator of general, technical, and legal texts, including typing and editing (English/French/Hebrew).
- Prepared transcripts of recorded lectures for publication.
- Developed standards for documentation with customers still developing user documentation.
- Customized templates in Microsoft Word and FrameMaker, including programming macros in WordBasic, for customer use in documentation management.

Education

- 1995 Open University, program of study towards degree in software engineering
1975 Boston University, one year of postgraduate study completed
1970-74 Eastman School of Music, B.M. in Music Education, completed with distinction

Publications

Articles:

1. "Men for Fair Divorce", *Newsview*, 1985
2. "Celebrating the Natural Way", *Jerusalem Post*, 1983
3. "Mixed Blessing", *Jerusalem Post*, 1983
4. "Nuts About Vegetables", *Jerusalem Post*, 1983

Short Fiction:

1. "The Mourner", *Arc 4*, 1987
2. "The Curse of Nature" (in Hebrew), *Moznaim*, 1988

Books:

Divorce Your Lawyer, Gefen Publishers Ltd., 1985

Book Translation:

C++ as a Native Language, by Yitzhak Gerber, Bug Computers Ltd., 1993