

JUNE K. COSTELLO
Virginia Beach, VA 23464 (current as of 8-09)
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Analyst/Technical Writer

QUALIFICATIONS

- 9 years of contract and staff technical writing for government, business, and military applications, and 22 years of writing for education as a fully certified teacher/instructor of Spanish, English, English as a Second Language, German, and French.
- Online and hardcopy publication of documents developed to train, support product development in life cycles, test and certify, simplify complex logic and procedures to clearly understandable (often illustrated) step-by-step instructions, in Spanish and English.
- Diversified writing background in Federal and state government, business, and military defense contexts – involving systems analyses and requirements, proposals, grants, abstracts, online help screens, web pages, manuals, and brochures for security, disaster recovery, military equipment and operations, purchasing, procurement, payroll, financial services, information technology operations, manufacturing, postal stores operations, student loans, accounting, legal applications, insurance, retail sales, human resources, assessment testing, curricula, training, and education.
- Writing in any style – GPO, military specifications, technical, creative, etc. – with clarity, conciseness, precision, and graphics. Researching, analyzing, organizing, planning, scheduling, testing, drafting, illustrating, revising, proofreading, publishing, and distributing final products ahead of schedule, within budget. Communicating and interviewing as a liaison between technical staff and non-technical clients to identify needs and expectations, and to coordinate efforts. Training across a broad range of specific subject matter to a wide variety of learners. Translating English, Spanish, and French for government, military, and business needs.

REPRESENTATIVE ACCOMPLISHMENTS

Disaster Recovery Plan (VA Dept. of Accounts); Y2K Test Plans and reports (GCSS-Army Logistics Systems); Procurement System User Manual (Dominion VA Power); Requirements Document, Test Plan, and HTML Help Screens for Loan Origination - Web (U.S. Student Loan Program at EDS); Test Plan for Loan Origination; Security Addendum for Loan Consolidation (U.S. Student Loan Program at EDS); U.S. Army National Guard Basic Skills Assessment System (in Spanish at GRC, International); Point of Sale Hardware Functional Design (U.S. Postal System at NCR Government Systems); Payroll and Personnel Manual (Carpenter Company); Platform Implementation Guide (Website documentation at Liquidation.com)

CREDENTIALS/EDUCATION

- VA Postgraduate Professional Teaching Certificate – English, Spanish, English as a Second Language, German, French, Public Speaking - through 2013
- District of Columbia Teaching Certificate – English as a Second Language – through 2013
- U.S.-born citizen; eligible for security clearances
- M.A. – Spanish, New York University, Graduate Division at the University of Madrid, Spain, 1-‘71
- Post B.A. Certificate - Computer Information Systems, VA Commonwealth University (V.C.U.), School of Business, Richmond, VA. 5-‘86; additional courses in Microsoft applications, web publishing, and computer maintenance and networking to maintain proficiency
- B.A. Equivalent – English (teacher certification)
- B.A. - Spanish, University of Richmond, VA, 8-‘68

RELEVANT INFORMATION

- Results-producer committed to satisfying all involved in a project.
- Adaptable, congenial, dependable team member.
- Diversified individual with good instructional skills from presenting a wide range of information and resources to diversely-focused groups and individuals.
- Critical thinker/problem solver with practical ideas and solutions committed to end results, deadlines, and details.
- Superlative writer with genuine expertise in English and Spanish.
- Experienced teacher/instructor of languages and computer applications.
- Currently held positions (August, 2009): part time, on-call proofreader/editor of government proposals for Zel Technologies, LLC in Hampton, VA, and adjunct instructor of 1st year college Spanish at Old Dominion University in Norfolk, VA.