

Diane C. Williams
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EDUCATION

George Mason University, Fairfax, VA, 1999: M.A. English: Professional Writing and Editing
Berry College, Mt. Berry, GA, 1976: B.S. Physical Education, Health, and Recreation

SUMMARY OF TECHNICAL WRITING POSITIONS

April 1998 to the present

OAOC Corporation: Information Technology Documentation and Training Coordinator, U. S.
Department of Agriculture contract

November 1997 to April 1998

DynCorp I&ET, Inc.: Senior Technical Writer and Editor, U. S. Department of Transportation
contract

June 1994 to November 1997

Walcoff, Inc.: Senior Technical Writer and Editor, U. S. Department of Defense and Department
of Transportation contracts

December 1993 to June 1994

Michael Baker Jr. Engineering, Inc.: Senior Editor, Federal Emergency Management Agency
contract

September 1991 to September 1993

The American Institute of Architects, Washington, DC: Editorial Manager, Professional Systems
Division, MASTERSPEC documentation

EMPLOYMENT SUMMARY

OAOC Corporation (Since April 1998)

7500 Greenway Center Drive, Greenbelt, MD 20770-3502

Supervisor: Susan Modine (703) 605-0035

Position Title: Information Technology Documentation and Training Coordinator. Write and edit
both online help and printed user manuals for custom software programs for a U.S. Department
of Agriculture Food Stamp Program contract in Alexandria, VA office. Participate in software
training program both in house and at field offices.

DynCorp Information & Engineering Technology (12/97-4/98)

12750 Fair Lakes Circle, Fairfax, Virginia 22033

Supervisor: Robert Powell (202-366-9980)

Position Title: Senior Technical Writer. Test software systems and write both online help and printed user manuals for custom software programs for a U.S. Department of Transportation contract at the main DOT building.

Walcoff & Associates (6/94-11/97)

12015 Lee-Jackson Highway, Suite 500, Fairfax, VA 22033

Supervisor: Jerry Gustafson: 703-267-3552

Last Position Title: Senior Technical Writer/Editor (496 - 11/97). Editorial and graphic support for the Office of the Secretary of Defense (OSD)/Director, Operational Test and Evaluation (DOT&E). Coordinated publication production, technical writing, substantive editing, and quality control for online and printed documentation in both black-and-white and color, including OSD correspondence, presentations, and reports to Congress.

First Position Title: Technical Writer III (6/94-3/96). Provided editorial and organizational support for the Department of Transportation's Research and Special Projects Administration (RSPA) contract, other Walcoff Environmental Practice and Corporate projects. Coordinated publication production, provided technical writing, substantive editing, copy editing, and quality control for in-house and deliverable documents. Selected, trained, and supervised the production staff of copy editors, proofreaders, and word processors for the RSPA contract.

Michael Baker Jr. Engineering, Inc. (12/93-6/94)

3600 Eisenhower Ave., Suite 600, Alexandria, VA 22304

Supervisor: Jack Cox (703-960-8800, x-338), Dick Wild (x-222)

Position Title: Senior Technical Editor/Letter Management System Administrator. Letter Management System Administrator and Editor for the Federal Emergency Management Agency National Flood Insurance Program (NFIP). Coordinated document production and provided system editing, design, and improvement, and provided user instruction and instruction materials. Designed and developed a document-tracking system for NFIP correspondence system.

TECHNICAL EXPERIENCE

SUMMARY: Proficient on IBM and compatible PCs in many DOS-based and Windows applications. Familiar with Macs.

SYSTEMS OPERATING SOFTWARE: DOS 6.2; MS Windows 3.11, 95, and NT 4.0

WORD-PROCESSING: MS Word 6.0-8.0 (Office 95 and 97), WordPerfect 4.2-8.0 (Corel Office Suite), XyWrite III+

DATABASE AND SPREADSHEET: MS Access, dBase, MS Excel, FoxPro, Lotus 123, Paradox, Quattro Pro

DESKTOP PUBLISHING, PRESENTATIONS, GRAPHICS, AND TYPESETTING: Corel Draw and Presentations, Paint Shop Pro, PageMaker, MS Publisher, MS PowerPoint, Picture Publisher, and Logicon and Atex photocomposition typesetters

ONLINE HELP: Doc-To-Help

INTERNET AND EMAIL: AOL, CC:Mail, CompuServe, Netscape, Lotus Notes, MS Exchange, MS Internet Explorer, Spry Mosaic
WEB PAGE DESIGN: HTML, MS Front Page