

Emily Meyerding, CPTD

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OBJECTIVE: Contract or permanent employment in the field of Technical Communications in the Pacific Northwest.

REPRESENTATIVE EXPERIENCE:

Philips Healthcare; Bothell, Washington

TECHNICAL CURRICULUM DESIGNER / LEARNING LEAD 2006 – 2024

Responsibilities: design new technical course methodology; task analysis; competency definition; curriculum planning; instructional design; totara administration; collection of course content materials; develop eLearning and blended learning programs; train trainers; related operations.

S&T Onsite; Seattle, Washington

COMSYS / Venturi Partners; Bellevue, Washington

INSTRUCTIONAL DESIGNER 2004 – 2006

Responsibilities: collect, organize and develop course content materials; develop story boards; create instructional graphics; develop course presentations, instructor and student training matter for technical and non-technical audiences; analysis and development of master class content.

TEKSystems, Inc.; Bellevue, Washington

SENIOR TECHNICAL WRITER 2004

Responsibilities: create Sarbanes-Oxley compliance documentation; test plans; gap remediations; interviewing subject matter experts; analysis of business and technical procedures; related duties.

AT&T Wireless ; Redmond, Washington

INSTRUCTIONAL DESIGNER 2003 – 2004

Responsible for: web-based training development; assessments, metrics & evaluation; participation on cross-functional analysis teams; conduct of Train-the-trainer sessions; development of templates and style sheets; curriculum development; development of analysis for training development staff on technical issues; process and procedure development.

Lucent Technologies / Avaya Inc. / Accenture ; Redmond, Washington

INSTRUCTIONAL DESIGNER 2000 – 2002

Responsible for: curriculum plans, working with subject matter experts, instructors, and stake-holders to assemble course materials; preparation of instructor lead training materials, self-paced learning materials, and eLearning; department FrameMaker templates; research in document conversions; document server, web server, ftp server management and administration; preparation of procedural documents; coordination with other departments.

Intelliant Corporation, Bellevue, Washington

SENIOR TECHNICAL WRITER 1999 – 2000

Responsible for: supporting multiple documentation projects; devising enterprise style guides and templates - XML and UML compliant systems; preparation of planning and budgetary materials; organization of enterprise documentation archives; related functions.

Superior Group, Inc.; Kirkland, Washington

TECHNICAL WRITER 3 1998-1999

Responsible for: support of software development by writing process documents and end user documentation; assisting architects to describe and document enterprise architecture development and deployment strategies; writing and managing interactive intranet web sites; web standards development; assist with other activities and writing needs as required.

SUMMARY of SKILLS:**Instructional Design**

Learning Objectives ... Blended learning solutions ... Online curriculum development ... ILT development ... Syllabus conformance evaluations ... Competency analysis ... Distance learning activities ... Assessments ... Course planning ... Course program implementation; Quality reviews; Test methodology ... Metrics and evaluations ... Train-the-Trainer ... LMS / LCMS ... Totara Administration ...

Technical Communication

Technical writing ... Systems design & management ... Single source documentation ... Editing ... Internet publication ... Sarbanes – Oxley documentation ... Online help systems ... Procedural references ... Localization ... Chicago Manual of Style ... AP Style Book ... Microsoft Manual of Style ... Boeing Manual of Style ... Other style references ... Concordances ...

Web Development & Graphics

Web site management ... HTML5 / SGML / XML / XHTML / ... Apache Web server ... Web site analysis ... W3C standards ... Web content development ... Configuration management ... Image manipulation ... Graphics optimization Single Source Development ...

Computer O/S & Languages

Linux (Red Hat / SuSE / Ubuntu) ... UNIX (Solaris / HP-UX / SCO) Shell Scripts ... Microsoft Windows 10/8/7/XP ... Perl / CGI ... TCP/IP ... JavaScript ... HTML Help ... LaTeX ... VMWare ...

Tools

Microsoft Office: Word, Excel, MS-Project, Excel, Access, Power Point, MS-Query, Outlook ... FrameMaker ... Structured FrameMaker (SGML / XML) ... Kile .. LyX ... LaTeX ... Articulate ... Open Office... Dreamweaver ... Camtasia ... HTML – Kit ... Search Maker Pro ... Photoshop ... Adobe Illustrator ... GIMP GNU Tools ... MS Teams ... Yammer ...

PUBLICATIONS:

XML Content Reuse Systems for Instructional Design
eLearning Guild Journal, Jan-March 2004 (3 articles)

Presenter, 2001 Pan-Pacific Conference
Society for Technical Communication, Region 10

AFFILIATIONS:

[Excellence Award 2003-2004 Online Communication Competition](#)
[Society for Technical Communication \(STC\)](#), Senior Member

[IWA – HWG International Webmasters Association / HTML Writers Guild](#), Member

[International Society for Performance Improvement](#), Member

[Association for Talent Development](#), Member

EDUCATION:

Technical Communication

Langevin, MindLeaders,. Smart Certify, and Macromedia University course work; online seminar series ASTD and STC conference sessions.

Computer Technology

Certificates and/or completion of courses in computer technology, Linux System Administration, Web development, indexing, technical communications, Dreamweaver, Fireworks, MS-Office products, Flash, Linux, Oracle, and others.

System Administration & Accounting

Bellevue Community College / North Seattle Community College

Certified Professional in Talent Development (CPTD)



ATD; Alexandria, Virginia

CTT+ Certified Technical Trainer



CompTIA. Oakbrook Terrace, IL

M.A. Adult Education

Pennsylvania State University; College Park, PA

B.A. Liberal Arts

Antioch University, Seattle, Washington

Certified Professional in Learning and Performance (CPLP)

ATD certification Institute; Alexandria, VA

REFERENCES:

Excellent personal and professional references available upon request.