

## Emily Meyerding, CPLP

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24005 L Place  
Ocean Park, WA 98640

**OBJECTIVE:** A challenging career opportunity in management with a demanding, result-oriented organization in the Pacific Northwest.

**EXPERIENCE:** Seven years project management and supervisory experience:

- Performance Metrics
- Presentations and Publications
- Financial & Budgetary Reporting
- Project Management
- Technical Communications
- Learning Administration
- Technical & Sales Training
- Supervision & Assessment

More than twenty years of instructional design, curriculum development experience:

- Web Based Training
- Curriculum Design
- Single Source Content Mgmt.
- Online Learning Systems
- Instructor Led Training
- Blended Learning solutions

Twelve years technical writing/editing experience, involving both staff & contract assignments as a senior technical writer, editor, and desktop publications specialist, including:

- Internet/Web Development
- Sarbanes – Oxley Documentation
- Hardware/Software Manuals
- Style Guides
- Training Materials
- Template Development
- Online Help Systems
- Process Documentation

Seven years of online documentation systems design and production: for UNIX, Linux, and Microsoft Windows operating systems: all user audience levels.

- Software Process Documentation
- System Administration References
- Quick Start Documentation
- SDK Documentation

## 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 ...

**SUMMARY of SKILLS (Continued):****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

Digest, Submissions of Technical Topics  
Frame Users' Digest 1994-2002

**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.