

DAVID L. GRAY
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JOB OBJECTIVES

- To write technical publications
- To support software designers responsible for writing customer documentation or internal engineering documents

SUMMARY OF WORK SKILLS

EXPERIENCE USING WORD PROCESSING AND GRAPHICS PROGRAMS

- Microsoft Word® on the personal computer 17.0 years experience
- FrameMaker® on the personal computer 19.5 years experience
- SGML Publisher on the Sun workstation 7.0 years experience
- Interleaf® on the Apollo workstation 1.5 years experience
- Adobe Photoshop® 5.5/Gimp 2.0 on the personal computer 14.5 years experience
- XML on the personal computer less than 1 year experience
- Microsoft Excel® on the personal computer less than 1 year experience
- Microsoft PowerPoint® on the personal computer less than 1 year experience

WORK-RELATED SKILLS

- Able to work with engineers from widely varying backgrounds and different nationalities in order to produce customer technical documentation
- Able to take information from a Subject Matter Expert and turn it into a form suitable for publication
- Able to produce documentation with a fraction of the personnel/resources normally required

COMMUNICATION SKILLS

- Able to effectively communicate verbally and in writing
- Able to design documentation for external customers and internal use
- Able to use color, composition, and graphics to enhance communication of the written word
- Able to use Information Mapping® to enhance written communication

COMPUTER SKILLS

- Knowledge of UNIX, Linux, Windows 7 through 10, and MS-DOS operating systems
- Knowledge of FORTRAN and BASIC programming languages with experience on both mainframe and microcomputers

David L. Gray
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WORK EXPERIENCE

FREELANCE EDITING AND PUBLISHING WEB-BASED CONTENT

- Responsible for editing existing content to conform to Style Manual
- Responsible for generating and publishing web-based content

AVIATION INDUSTRY/FACTORY AUTOMATION DOCUMENTATION

Contract Technical Writer – Advanced Integration Technology, Inc., Plano, TX, 1/1/18 to 8/31/18

- Responsible for revising existing customer documentation, including User, Hardware Maintenance, and System Administration manuals, for industrial automation systems to assemble aircraft
- Responsible for generating customer documentation for new industrial automation systems to assemble aircraft

Advanced Integration Technology, Inc., Plano, TX, 1/1/05 to 12/31/17

- Responsible for revising existing customer documentation, including User, Hardware Maintenance, and System Administration manuals, for industrial automation systems to assemble aircraft
- Responsible for generating customer documentation for new industrial automation systems to assemble aircraft

Contract Technical Writer – Advanced Integration Technology, Inc., Plano, TX, 10/22/03 to 12/31/04

- Responsible for revising existing customer documentation, including User, Hardware Maintenance, and System Administration manuals, for industrial automation systems to assemble aircraft
- Responsible for generating customer documentation for new industrial automation systems to assemble aircraft

Nokia UltraSite DOCUMENTATION REUSE INITIATIVE

Technical Author – Kudos Information, Inc., Dallas, TX, 6/10/02 to 7/15/02, 10/08/02 to 10/28/02

- Applied Nokia reuse criteria to Nokia UltraSite Support and Antenna documentation
- Prepared Content Specifications for Nokia UltraSite Support and Antenna documentation in Microsoft Excel
- Updated TDMA Co-Siting Content Specification to comply with Acceptance Criteria and engineering input
- Used XML to write instruction modules for TDMA Co-Siting kits for Nokia wireless base stations

ESE/VSE DOCUMENTATION ENHANCEMENT and DEVELOPMENT

Information Products Resource Manager – Lucent Technologies, Allen, TX, 6/12/00 to 1/11/02

- Supervised Technical Publications team in the production of customer documentation, custom applications for specific customers, and internal engineering documents for a tandem soft telephone switch
- Edited documents written by team Technical Writers to ensure that they conformed to Technical Publications standards

- Wrote, with the technical assistance of software designers, Release Notes in Microsoft Word for ESE/VSE tandem soft switch software loads
- Wrote parts of the *ESE/VSE Software Operations Guide* in FrameMaker

AXE 10 DOCUMENTATION ENHANCEMENT/DEVELOPMENT/TECHNICAL TRAINING

Technical Writer III/Docware in Design Editor – Ericsson Inc., Richardson, TX, 1/2/96 to 6/9/00

- Edited documents written by software designers to make them suitable for publication
- Taught SGML writing platform course for software designers
- Conducted seminars in SGML documentation and writing techniques
- Wrote, with the technical assistance of software designers, Feature Description documents in SGML Publisher for a PCS mobile radio system (GSM)
- Wrote, with the technical assistance of software designers, Job Procedure documents in SGML Publisher for a Class 5 telephone switch

Senior Technical Writer/Senior Technical Editor – Ericsson Telecom AB, Karlstad, Sweden, 5/1/94 to 12/31/95

- Wrote Operation and Maintenance documents in SGML Publisher for a Class 5 telephone switch
- Edited Operation and Maintenance documents for a Class 5 telephone switch

Documentation Supervisor/Senior Technical Writer – Ericsson Network Systems, Richardson, TX, 2/20/90 to 4/30/94

- Supervised writing group with responsibility for writing and updating Product Descriptions in SGML Publisher for a Class 5 telephone switch
- Wrote Job Procedure documents in FrameMaker for a Class 5 telephone switch

PRIOR EXPERIENCE

Adjunct Instructor: Community College

Taught *Technical Writing A to Z* course at Brookhaven Community College, Dallas, TX
School terms 2007-8

Prior Employment

Includes employment as a Sales Associate at Radio Shack, Inc.; a Technical Writer/Editor at AG Communications Systems; a Member of Technical Staff at GTE Software Development; and a Technical Writer at Federal Express Corp, Memphis, TN and a Technical Writer/Editor at the General Electric Co., Owensboro, KY

EDUCATION

DEGREE RECEIVED

BS in Chemistry, Christian Brothers University, Memphis, TN

Specialized Training

Information Mapping®, 03/01

Undergraduate

- Christian Brothers University, Memphis, TN (minor in Physics and Mathematics)
- Brescia University, Department of Education, Owensboro, KY (Education)

Other

Owensboro Vocational School, Owensboro, KY (Communication Electronics)

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