**[Technical Writer Full Time](https://www.postjobfree.com/resume/adydgs/technical-writer-full-gaithersburg-md)**

**Location:**Gaithersburg, MD

**Posted:**July 18, 2023

**Contact Info:**

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**Resume:**

LINDA DORFMAN Current TS/SCI

(571) 645-1128 (cell)

E-mail: linda\_dorfman@hotmail.com

CURRICULUM VITAE

I am a seasoned knowledge manager, editor, and technical writer with over 30 years’ experience in government consulting and private industry, including film/video productions. Extensive skills in copywriting, proofreading, research, editing, and reporting styles are extensive, and include working knowledge of several editorial styles such as the Government Printing Office Manual of Style (GPO), MLA, AP, Chicago, and the US Air Force Tongue & Quill. My knowledge of graphic design, production, and film/video editing extends from analog to fully digital, including current skills in the Adobe Creative Cloud Platform, editing, A/V, and media pre/post-production. As a knowledge manager, I understand databases and SharePoint content management.

Most Recent Employment:

Senior Technical Writer, Innovative Technologies Corporation, Fairfax, VA: Responsible for providing technical writing, editing, standardization, and documentation for a variety of highly technical intelligence, communications, and network programs supporting several multi-national intelligence communications platforms, including FVEY, NATO, and Coalition and Partner nations. Expanded role to include data analysis, categorization, consolidation, and dissemination of knowledge management/content of Air Force documentation across multiple platforms and domains. Worked closely with customer to provide Enterprise-level editorial support. Air Force/DoD Programs include SABRE, Pegasus, BICES, plus additional classified systems. (Nov. 2022 – Aug. 2023)

Technical Writing/Editorial/Proofreading Jobs:

Senior Technical Writer, CACI International, Inc., Arlington, VA: Responsible for a variety of technical/content writing projects which includes web content writing and copyediting for a variety of documentation to support CISA. Utilized MS Office 2016, Adobe Acrobat, the Government Printing Office (GPO), as well as the Associate Press Stylebook. (Aug. 2021 – Sept. 2022)

Technical Editor/Analyst, Battelle, Crystal City, VA: Responsible for editorial reviews and technical updating for a variety of Army documentation on the Army Publishing Directorate (APD) which include Army technical manuals, bulletins, regulations, field manuals, and memorandums. Utilized MS Office 2016, Adobe Acrobat, the Government Printing Office (GPO), as well as the Chicago Manual of Style.

(Jan. 2020 – Aug. 2020)

Technical Editor, CACI, Crystal City, VA: Responsible for editorial reviews and technical rewriting for developing IPPS-A Army software documentation. Utilized MS Office 2013, Adobe Acrobat, the Government Printing Office (GPO), the Department of Defense (DoD) Style Manual, as well as the Chicago Manual of Style. (Sept. 2019 – Dec. 2019)

Technical Writer, Cydecor, Washington, DC: Responsible for editorial reviews and technical rewriting for a variety of Navy documentation. Utilized MS Office 2013, Adobe Acrobat, the Government Printing Office (GPO) and the Department of Defense (DoD) Style Manuals, as well as the Chicago Manual of Style.

(Sept. 2018 – Sept. 2019)

Technical Editor, Boyd Caton Group (BCG), Charlottesville, VA (Worked remotely from home): Responsible for editorial reviews and technical rewriting for inspection reports conducted by bcg inspectors on Washington Metropolitan Area Transit Authority (WMATA) track and property. Utilized Word 2016, Adobe Acrobat, the Government Printing Office (GPO) Style Manual, and the Chicago Manual of Style.

(March 2017 – Dec. 2017)

Senior Technical Writer/Editor, Tetra Tech AMT, Rosslyn, VA: Responsible for editorial reviews and technical writing for a variety of reports, PMPs, PMRs, meeting minutes and other document deliverables produced by the NAVTAC group for the FAA regarding airport lighting systems.

(Oct. 2014 – Feb. 2017)

Copy Editor, Aquent Agency - Corporate Communications Dept., United State Postal Service (USPS), Washington, DC: Contract position as a copy editor in the Corporate Communications Dept. for headquarters of the United States Postal Service. (Feb. 2014 – March 2014)

Graphic Artist/Proofreader, The Providence Journal Newspaper, Providence, RI: Proofreading, design, production, edits and lay-out utilizing Multi-Ad software working in the newspaper’s Pre-publishing Department. (Contract position) (Oct. 2004 – Jan. 2005)

Lodestar Corporation, Peabody, MA: Prepared technical manuals in FrameMaker for a software company. Involved editorial work, proofreading, doing screen captures, generating and coding indexes, converting files from PageMaker and technical illustration. Contract position. (April - May 1999)

Freelance proofreading/editorial positions through various agencies: In the Boston/Cambridge, MA area. (Nov. 1998 – April 1999)

Arion, Boston University, Brookline, MA: Production Assistant for classics journal; involved with editorial, proofreading, marketing and organizational aspect of publication. (July – Sept. 1998)

Pencil Pushers, Burlington, MA: Book generation/layout & proofreading utilizing PageMaker

at a software publishing firm. Contract position. (Nov. 1997)

BlueCross/BlueShield Insurance, Boston, MA: Executed layouts in QuarkXPress for their Educational Production Department publication; designed spec; proofreader. Contract position.

(Oct. 1996)

MARS Productions, Cambridge, MA: Slide edits, proofreading & imported art in

Persuasion. (March 1996)

Proofreader/Copywriter, Lechmere, Woburn, MA: Freelance copywriter/proofreader for

their Luggage and Sports Departments. (Aug. 1989)

Proofreader, Spectrum, Woburn, MA: Proofread copy for teaching manuals. (July 1988 – Aug. 1989)

Reporting/Copywriting/Blog Writing Jobs:

Contributing Writer, Press of Atlantic City: Researched and wrote copy for their “Summer 2011 Best Bets Guide to the Jersey Shore” as well as their “Summer 2012 Best Bets” edition. (May 2012-June 2012) and (May 2011-June 2011); “Hometown” (May. 2011 – May 2013)

Contributing Writer/Reporter/Freelance Writer: Researched, wrote, proofread and pitched my own articles to local - as well as national - magazines and newspapers, including the Press of Atlantic City, the Boardwalk Journal Magazine, the East Side Forum, Fort Lauderdale Connex, the Ocean City Gazette, Patch.com, the Salem Pioneer and the Marblehead Reporter. Link to one article: http://boardwalkjournal.com/news-archives/78-linda-dorfman (Jan. 1996 – Oct. 2014)

Copywriter, Filenes Department Store, Boston, MA: Freelance copywriter. (Feb. 1996)

Freelance positions through various agencies: In the Boston/Cambridge, MA area. Documentation development and layout; including reviewing and rewriting content with regard to presenting technical data clearly for intended audience. Analyzed content in terms of conformity to required style, organization, and manner of presentation revising material accordingly. (Nov. 1998 – April 1999)

Copywriter/Proofreader, Lechmere, Woburn, MA: Freelance copywriter for their Luggage and Sports Departments. (Aug. 1989)

Graphic Design Jobs:

Graphic Artist/Proofreader/Office/Admin: The Creative Group, Update Graphics, Select Staffing, NY/NJ: Contract positions in graphic design/production; proofreading or office/admin for a variety of clients in all industries. (April 2008 – Present)

Graphic Artist, The Providence Journal Newspaper, Providence, RI: Design, production, edits, proofreading and layouts utilizing Multi-Ad software working in the newspaper’s Pre-publishing Department. Contract position. (Oct. 2004 – Jan. 2005)

New Wave Printing, Falmouth, MA: Design, production & proofreading work on various print collateral utilizing PageMaker & Photoshop. Paste-up and print to Rip. (Spring 2003)

Genzyme Corporation, Cambridge, MA: Forms Designer. Layout, edits & proofreading in

numerous publications & forms utilizing PageMaker, Acrobat & Illustrator. (Sept. 2001 – Dec. 2002)

New England Financial, Boston, MA: Design, layout, edits & proofreading in numerous

publications, brochures, forms utilizing Quark, Illustrator, PageMaker, PowerPoint and Word..

(June 2001)

Freelance Assignments: Contract graphics assignments involving design, layout, proofreading and

edits utilizing various software both in the business as well as academic environments.

(May 2000 - June 2001)

Production Art Jobs:

Giga Information Systems, Inc., Cambridge, MA: Design, proofreading, layout & edits in

numerous PowerPoint marketing presentations for trade show exhibit. Contract position. (April 2000)

Graphic Artist/Proofreader/Office/Admin: The Creative Group, Update Graphics, Select Staffing, NY/NJ: Contract positions in graphic design/production; proofreading or office/admin for a variety of clients in all industries. (April 2008 – June 2012)

Graphic Artist, The Providence Journal Newspaper, Providence, RI: Design, production, edits, proofreading and layouts utilizing Multi-Ad software working in the newspaper’s Pre-publishing Department. (Contract position.) (Oct. 2004 – Jan. 2005)

New Wave Printing, Falmouth, MA: Design, production graphics, & proofreading work on

various print collateral utilizing PageMaker & Photoshop. Paste-up and print to Rip. (Spring 2003)

Genzyme Corporation, Cambridge, MA: Forms Designer. Production graphics, proofreading,

layout, edits & proofreading in numerous publications & forms utilizing PageMaker, Acrobat & Illustrator. (Sept. 2001 – Dec. 2002)

New England Financial, Boston, MA: Production graphics, layout, edits & proofreading in numerous publications, brochures, forms utilizing Quark, Illustrator, PageMaker, PowerPoint and Word. (June 2001)

Freelance Assignments: Contract graphics assignments involving design, layout, proofreading & edits utilizing various software both in the business as well as academic environments. (May 2000 - June 2001)

Giga Information Systems, Inc., Cambridge, MA: Design, production graphics, proofreading,

layout & edits in numerous PowerPoint marketing presentations for trade show exhibit.

Contract position. (April 2000)

Houghton Mifflin Publishers, Boston, MA: Production graphics position: Book layout/edits,

flowing text & proofreading in Quark; adjusting art in Illustrator for the School Division. Contract position. (Sept. 2000)

Freelance positions through various agencies: In the Boston/Cambridge, MA area.

(Nov. 1998 – April 1999)

Freelance:

Substitute Teacher: Atlantic City, Pleasantville, Northfield and Ocean City School Departments, NJ: Taught various language arts, social studies, geography and social studies to elementary school students. (January 2010 – June 2010)

Graphic Artist/Proofreader/Office/Admin: The Creative Group, Update Graphics, Select Staffing, NY/NJ: Contract positions in graphic design/production; proofreading or office/admin for a variety of clients in all industries. (April 2008 – Present)

Substitute Teacher: Bristol/Warren, Jamestown and Portsmouth School Departments, RI: Taught various language arts, social studies, geography and social studies to elementary and middle school students. (January 2004 – June 2006)

Other Positions:

Freelance positions through various agencies: In the Boston/Cambridge, MA area.

Performed various publication tasks, including document preparation and formatting. Participated in contract administration sufficient to ensure contract terms and conditions were met. Publications and project management involved assisted in developing routine plans and schedules using standard references and existing information as well as in the procurement planning activities. (Nov. 1998 – April 1999)

Educational

Background: Richard Stockton State College, Pomona, NJ B.A., Urban Studies/Art

Rhode Island School of Design, Providence, RI Children's Book Illustration

Salem Access Television, Salem, MA TV/Video Production Certificate

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