**Lawrence Russo**

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**TECHNICAL PUBLICATIONS MANAGER**

**Program & Document Management / Outsourcing & Contracts / Performance & Process Improvement**

**Six Sigma Green Belt / Knowledge & Crisis Management / Proposals / Staff Development / Cost Control**

Proven success in providing innovative solutions for commercial & military spec documentation (S1000D, MIL-STD-40051, ATA 100, iSpec 2200 & DITA). Effective leader for on-site, remote and international teams. Effectively completed complex projects/programs on time, within budget while increasing customer satisfaction. Hold Secret Clearance (Inactive).

**Accomplishments**….

* Recovered a major program that was 3+ years late and successfully delivered it in six months
* Rescued a major contract with a successful “unsolicited proposal” for a significant contract modification
* Prepared successful multi-million dollar proposals against stiff competition
* Boosted product documents quality/productivity/customer satisfaction while simultaneously reducing costs by $13M
* Created and successful implemented multiple technical documentation plans

**MS**, Industrial Management, Stony Brook University. **BS**, Manufacturing Engineering, SUNY Farmingdale.

**Selected Accomplishments**

**Managed documentation** and earned value management support for Sikorsky commercial and military helicopter programs and proposals (S1000D, MIL-STD-40051, ATA 100, FAA, DITA and iSpec 2200). Products included Component Manuals, Customer Service Bulletins, Technical Directives, Illustrated Parts Breakdown.

**Provided RFP / RFI / RFQ support for Sikorsky proposals**. Developed a detailed proposal evaluation matrix system that provided a detailed requirements review, and supported a FAR (Federal Acquisition Regulations) and DEFARS (Defense Federal Acquisition Regulation Supplement) compliant vendor selection/evaluation process. Achieved “full compliance” with the Government Contracting Office for the vendor selection requirements.

**Created a detailed 50+ page documentation plan** with a completely revised document delivery structure & schedule to support a global satellite communications (SATCOM) system deployment for iDirect’s largest customer. Cut the documentation package from 26 to 6 documents. Delivered all documents on schedule.

**Boosted quality, productivity and customer satisfaction**. Implemented a Technical Publications department Style Guide, and standardized the Documentation Templates with releases in AGILE to standardize/control the document revisions. Restructured the hardware documentation and cut printing costs significantly.

**Ramped-up the documentation team from 25 to 58 writers/illustrators/editors** in a matter of weeks to meet a critical deadline on a 17,000 page manual that was 3 years behind schedule. Developed a 6 month recovery plan in MS Project with over 700 milestones. Delivered the project on time, and earned customer acceptance.

**Served as Technical Publications/Support Team lead for the preparation of a multi-billion dollar proposal** that included 25 years of product/documentation updates as well as the software SDLC, the operation documentation & all of the detailed maintenance documentation updates. Successfully met all proposal requirements/deadlines.

**Supported translation/localization of Motorola documentation in 13 languages**. Interfaced with translation vendors. Maintained electronic translation database. Led global, multisite team located in the US, Taiwan, Sri Lanka, India & the UK. Created an accolade-winning documentation package for flagship product and reduced costs by $13M.

**Employment History**

**President/Owner -** LPR Resources Inc. - 2002 – present. Founded this program management, proposal support and documentation services firm when Nortel downsized in 2002. Use LPR as a contract and consulting work vehicle.

**Technical Publications Functional Manager -** Sikorsky (UTC and Lockheed Martin) - 2015 – 2016. Publications lead for Sikorsky DOD and commercial publications. Developed proposals, led team of 30 direct reports as well as team leads who oversaw 150+ outsourced technical writers. Managed document support for multi-billion dollar programs.

**Technical Publications Manager -** iDirect Inc. - 2012 – 2014. Managed 7 direct reports. Created a department Style Guide, and standardized the Documentation Templates. Restructured the document revision process. Restructured the hardware documentation and cut printing costs significantly Earned value management requirements.

**Earlier Positions: Technical Publications Manager**, General Dynamics. **Documentation & Software Release Manager**, Motorola RFID Division. **Senior Staff Software Technical Writer**, Nortel Networks.