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## Technical Editor Resume

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### Job Objective

Experienced Technical Editor seeking secure position in which to use my talents and skills to their fullest potential.

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### Highlights of Qualifications:

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- Remarkable experience in writing and proofing technical documents
  - Proficient with Epic editor, MS Word, Excel, PowerPoint, Adobe Photoshop, and Visio
  - Good understanding of topic-based , structured technical documentation
  - Deep knowledge of document and change control management
  - Ability to research and document work processes
  - Ability to edit documents, reports, and presentations
  - Ability to learn advanced technology and tools
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### Professional Experience:

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- Technical Editor, July 2007 – Present
  - Northrop Grumman, Roanoke, TX
  - Gathered and outlined information needed for formulation of technical publications.
  - Proofed and outlined program status documents.
  - Managed appropriate grammar and format and formulated CDRL deliveries.
  - Maintained HW & SW user manuals and training material
  - Drafted written text and corresponded layout
  - Gathered and interpreted data and coordinated in formal evaluation of deliverable documents.
  - Technical Editor, March 2004– June 2007
  - Juniper Networks, Roanoke, TX
  - Proofed complex technical product documentation.
  - Aided project planning and scheduling.
  - Coached writers and editors about proper grammar and punctuation.
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### Education:

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- Bachelor's Degree in Technical Writing, Tri-County Technical College, Pendleton, SC

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