



Sharon Twiss

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Career Objective

A position as Technical Writer in a progressive organization.

Summary of Qualifications

- Excellent written and verbal communications skills
- Strong analytical skills
- Effective team member

Relevant Skills

During my 15-week summer work practicum, I was part of a team that developed a WinHelp product for PlotMaker. Gemcom Software International, the producers of PlotMaker, are the leading software developers for the mining industry. Our team did the planning, research, writing, and production of this help product.

These are a few of the skills I learned and developed during this work practicum:

- writing
- editing
- style guide development
- MS Word
- audience analysis
- task analysis
- project planning
- Doc-to-Help
- research / SME interviews
- interpersonal communication
- usability testing
- AnswerWorks

Employment History

Summer 2000	<i>Technical Writer</i>	Gemcom Software International
1997 – 1999	<i>Receptionist</i>	Midwifery Care Associates
1995 – 1997	<i>Administrative Assistant</i>	College of Midwives of BC
1993 – 1997	<i>Editor / Publisher</i>	<i>The Aspiring Midwife Journal</i>

Education

Print Futures *Professional Writing Program*, Douglas College, 1999-2001

Program courses:

- Intro to Writing Profession
- Copyediting & Proofreading
- Stylistic / Structural Editing
- Research Skills for Writers
- Research Reporting
- Work Placement
- Writing Technical Manuals
- Electronic Communication
- Document Design I
- Document Design II
- Public Relations I
- Public Relations II
- Workplace Writing
- Language Studies
- Interpersonal Skills
- Personal Narrative
- Magazine Writing
- Professional Readiness