

BRADLEY JARVIS

Contact:

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Address — 6012 Jay Street, Arvada, Colorado 80003

Objective:

A position as a technical writer, business analyst, or test engineer.

Background:

- Technical writer for weather measurement, financial, telecom, government, and health care
- Test engineer for missile radar, telecom, and weather measurement
- Helped design and write on-line help systems for software
- Updated and created paper and on-line manuals for installation, maintenance, and use of telecom equipment
- Edited and managed requirements, design, and other internal documentation for software development
- Identified and documented existing and proposed IT business processes
- Collected and documented requirements for a configuration management database
- Documented policies, procedures, and workflow for use and troubleshooting of software
- Wrote Requests for Proposal (RFPs)
- Helped evaluate and select authoring and document management tools

Specialized Skills/Knowledge:

MS Office (Word, Excel, PowerPoint, Access), MS Project, FrameMaker, Acrobat Professional, RoboHelp, Dreamweaver, AuthorIT, DocuShare, SharePoint, Fireworks, Visio, Mathcad, TurboCAD, Savvion Process Modeler, Rational RequisitePro, HTML, XML, LINUX, UNIX, HIPAA.

Work History:

- **Technical Writer, Test Engineer** — Contract to Vaisala, Louisville, CO (2/2009-2/2010)
- **Freelance Writer** — Bradley W. Jarvis, Arvada, CO (10/2008 – Present)
- **Technical Writer** — Contract to Level 3 Communications, Broomfield, CO (1/2007 – 12/2007)
- **Technical Writer** — Contract to Great-West Healthcare, Greenwood Village, CO (7/2006 – 11/2006)
- **Documentation Specialist** — Contract to Veterans Health Administration, Denver, CO (1/2004-1/2006)
- **Technical Writer** — Avaya Inc., Westminster, CO (10/2000-6/2003)
- **Technical Writer** — Contract to RTD, Denver, CO (7/2000-1/2001)
- **Technical Writer** — Factual Data Corp., Loveland, CO (9/1999-7/2000)
- **Test Engineer** — Quocom, Fort Collins, CO (9/1994-2/1999)
- **Educational Consultant** — MRC Western, Windsor, CO (10/1990-9/1994)
- **Test Engineer** — Raytheon Corp., Lowell, MA (6/1985-10/1990)

Education:

B.S. Physics with History Minor, Worcester Polytechnic Institute (1982)
Technical Writing Course, University of Colorado – Denver (2003)