

BRADLEY JARVIS

Contact:

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Background:

- Technical writer for textiles, weather equipment, finance, telecom, and health care
 - Wrote on-line help systems for software
 - Wrote manuals for installation, maintenance, and use of telecom equipment
 - Managed and edited software development documentation
 - Collected and documented requirements for configuration management
 - Wrote policies, procedures, and workflow for business processes
 - Wrote Requests for Proposal (RFPs)
- Test engineer for missile radar, telecom, and weather measurement
 - Developed and used test plans, test procedures, and troubleshooting procedures
 - Analyzed and documented test results
- Educational consultant and freelance writer
 - Developed, tested, and sold books and materials for K-12 math and science
 - Performed and wrote about original research into sustainability
 - Created fiction, non-fiction, poetry, music, and art

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, Adobe Captivate, RUP, HTML, XML, LINUX, UNIX, HIPAA.

Work History:

- **Technical Writer** — Contract, Gates Corp., Denver, CO (4/2010 – 9/2010)
- **Freelance Writer** — Bradley W. Jarvis, Arvada, CO (10/2008 – Present)
- **Technical Writer, Test Engineer** — Contract, Vaisala, Louisville, CO (2/2009-2/2010)
- **Technical Writer** — Contract, Level 3, Broomfield, CO (1/2007 – 12/2007)
- **Technical Writer** — Contract, Great-West, Greenwood Village, CO (7/2006 – 11/2006)
- **Doc. Specialist** — Contract, 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., MA (6/1982-11/1984, 6/1985-10/1990)

Education:

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