Barbara L. Meier Technical Writing/Editing | 2114 E Lee Hwy, New Market, VA 22844 | 540-740-8615 | barb@barbmeier.com

SUMMARY

42 years writing, editing, and illustrating award-winning technical instructional and analytical documents for hardware, software, engineering, IT, and Federal Government contracting firms, delivering print and electronic guides, online Help systems, computer-based training (CBT), auto-running demos, eLearning videos, SharePoint sites, HTML websites with JQuery, and collateral marketing materials. Created graphic seals for government software. Performed software testing and contributed to Security and Certification documentation. Positive, enthusiastic team lead and team player accustomed to meeting ambitious deadlines and multitasking. Fast-learning problem-solver who enjoys creating clear, accurate, and concise educational materials to help readers learn quickly.

SKILLS

Technical writing and editing
Writing and producing demo and eLearning videos
Documenting CLIs and GUIs
Distilling complex information
Research, analysis and validation
Indexing
Usability testing and reports
Team lead for multiple projects
Mentor and new hire buddy
Software evaluation
Troubleshooting
Planning and scheduling
Page layout design
Website authoring and design
Photography and graphics

PUBLICATION TYPES

Task-oriented or reference guides
User's, Administrator's and Programmer's guides
Operations/Maintenance manuals
Tutorials and training guides
Quick reference cards (QRCs)
CONOPS, SOPs, TFMs, SSPs
Compiled HTML online help
Auto and interactive demos
eLearning videos
Responsive HTML/CSS websites and SharePoint intranet sites

EXPERIENCE

Technical Writer/Editor and Founder of https://www.celebratefreedom.us website (5/14/2023 –Present)

- Created a new curated website using HostGator as the Internet Provider.
- Designed the content and layout using the Canvas HTML5 templates from https://themeforest.net/user/semicolonweb.
- Gathered links of interest and unique content and deploying the site.
- Edited eight of over 70 science topics written by SteveinCO and approved by him for inclusion at www.celebratefreedom.us.
- Created photo slideshow of ½ Charlie Co. Task Force Tarawa in Iraq (2003) photos with permission to share at CelebrateFreedom.us from former U.S. Marine Corps. Machine Gunner Gary DaBarge.
- Created a video in Camtasia explaining the site's mission to celebrate our constitutional republic's anniversary.
- Created companion communities/groups on Facebook, X-Twitter, and Truth Social where visitors could chat and share their upcoming events and other notable and positive finds happening at the local, county, and state levels.
- Set up a Donation and a Shopping page (using the Printify service for product design, U.S. vendor creation, and fulfillment) to allow others to support the creation and maintenance of the website.

Technical Writer DOD AF SIPRNet Program Management Office (classified) 2/15/2022 – 2/14/2023

Infotree Global Solutions www.infotreeglobal.com (subcontractor) 2/15/22 – 2/14/2023
- Technical writer for Peraton SIPR ISN PMO office supporting Air Force PMO, technical, and operational classified documents for a complex migration effort across over 180 CONUS and OCONUS bases. This includes both contract deliverables and internal documentation.
- Using Peraton and AF Style Manuals, Chicago Manual of Style, DIA Style Manual, Merriam-Webster Dictionary, and other references, databases, and tools to validate accuracy, style, grammar, clarity, logic, completeness, and formatting of material.
- Facilitated, consolidated, and reviewed PMO Monthly Status Reports and Quarterly Program Management Review Agenda slide decks coordinating with 12 Team Leaders and Support stakeholders and management. Responsible for guiding the product through final approval to delivery to AF PMO.
- Assisted as a scribe with AF-facing meeting minutes produced by the Program Management Office Manager (PMOM) and Program Director.
- Reviewed and edited a full range of custom engineering, cyber security, network, and operational installation and configuration documentation for products including Dell EMC, BMC (AR, Smart IT, DWP, Remedy, TrueSight, and Client Management), SolarWinds, ToR Network, Okta, ZScaler, and others.
- SharePoint Document Control Library (DCL) maintenance and assistance to site owners.
- Special research projects

Technical Editor DOD DIA Military Research Office (classified) 1/15/2019 – 10/31/21

Advanced Decision Vectors www.advancedvllc.com 10/1/20 – 10/31/21 (same position, new employer)
Evans & Chambers www.evanschambers.com 1/15/19 – 9/30/20 (end of contract)
- Technical editor of intelligence analysts' classified products using customer Style Manual, Chicago Manual of Style, Merriam-Webster Dictionary, and other references, databases, and tools to validate accuracy, style, grammar, clarity, logic, completeness, and formatting of material.
- Documents produced in Microsoft Word; graphics prepared by D3 graphics team; edited 367 documents comprised of 4,967 pages with 33,488 endnotes from 1/15/2019 to 10/21/21.
- Content verified for formatting and classification marks by paragraph.
- Volunteered to assist other offices with products as needed when I had available time.
- Worked through the pandemic assisting other essential colleagues to provide crucial analyses to decisionmakers.

Sr. Technical Writer, Federal Law Enforcement Projects (classified) 09/2007 – 10/29/2018

AnaVation LLC • www.AnaVationLLC.com (formerly with Harris IT Services, Crucial Security Programs; formerly with Crucial Security, Inc.)

- Producing a full range of technical, educational, and marketing communications deliverables.
- Designing, writing and editing technical documentation and collateral marketing materials including reference guides, quick reference guides, Frequently Asked Questions (FAQs), white papers, forms, eLearning and Lync & Learn videos, responsive websites, and quarterly newsletters. Designing graphic seals for products and programs. Preparing sample data, researching and writing Best Practices and Success Stories, and creating and maintaining Project Schedule. Responding to management consultant data calls. Performing integration testing; planning, tracking, and scheduling documentation deliverables; and producing preliminary weekly status report with metrics for the Project Manager. SharePoint Designer of Section's, Unit's, and Program's intranet sites and Owner of multiple internal team sites. Mentoring others in SharePoint, application usage, technical communications, and graphics across the Section. Creating and updating organization charts for programs, units, and section.
- Researching operational workflows and successes for daily executive reports.
- Outreach to operational and development staff based on research.
- Identifying new operational program requirements based on research.

TW Team Lead, Sr. Technical Writer • Employee • 2/11/04 – 8/07

CSCI • Springfield, VA • www.csci-va.com

- Responsible for technical documentation and building/managing Technical Writing Team
- Building and managing Technical Writing (TW) Team, teaching non-technical management, and mentoring new writers. Producing internal team documents (publications and project plans, process workflows, style guide, reviewer guide, best practices, Interview Q&A, and so on). Lead TW hiring efforts including resume screening, initial phone interviews, and in person interviews. Producing user, administrator, training and quick reference guides, CBT scripts for training videos, HTML help for secure Oracle, Lotus Notes, and web-based applications, network hardware and enterprise management software. System analysis and design, problem-solving, testing, and innovating new product solutions. Editor for Chief Architect of a broad range of documents including feasibility study, white papers, and other confidential documents. Writing, editing, and formatting System Security Authorization Agreement (SSAA) for DoD Certification & Accreditation, Concept of Operations (CONOPS), Standard Operating Procedures (SOPs), and Trusted Facility Manuals (TFMs).

Senior Technical Writer • Contractor • 6/02 – 2/04

Dominion Software • Newton, MA • 7/03, 10/03, 1/04

- Updated WorkingPapers X 2.2 HTML Help (Apple Help Viewer).

McData (Sanera Systems group) • Sunnyvale, CA • 9/03 - 10/03

- Editing Director Switch Administration Guide, writing Documentation Strategy and Documentation Comparison documents.

Hire.com • Austin, TX • 8/26/02 - 3/28/03

- Wrote Business Connector integration guides, HireAnalytics Reports Guide (reports designed using Crystal Reports), and hosting and professional services implementation guides.

Technical Writer/Editor Consultant • employee • 7/00 - 6/02

Dell Information Development - ESG/SSG • Austin, TX • 7/00 - 6/02

- Wrote, edited, indexed, and formatted 70+ print and online documents, (server management, storage, Internet appliance, and CLI guides.)
- Built PowerVault SANs, wrote SAN Administrator Guide, heavy rewrite of Revision Compatibility Guide, peer edits, and vendor document reviews.
- Installed, set up, and tested Local Update server software with Microsoft SMS, Tivoli Software Distribution, and CA ShipIT.
- Installed, configured, and evaluated client/server Inovie Team Center.

SENIOR TECHNICAL WRITER • CONTRACTOR • 2/87 - 5/00

Walt Disney Imagineering Show/Rides • Hollywood, CA • 1/00 - 5/00

- Wrote, edited, and indexed California Adventure and Tokyo Disney Sea attraction and parkwide Show Control manuals. Edited HTML help.

Dominion Software • Newton, MA • 5/95 - 3/00

- Wrote and edited 4 versions of WorkingPapers manual, AppleGuide help, and one version of HTML help.

Stairways Interarchy; Subversion, Symantec AntiVirus, Ghost, Norton Personal Firewall, and Norton Utilities; Tandem CIPS Word; TeamTrack; TechSmith Camtasia, Telnet; TESS; TestTrack Pro; TROFF; Ventura Publisher; Vi; webMethods Trading Networks; WinZip and WinFTP; WordPerfect; WordStar; XML Spy

SCRIPTS CREATED OR USED

CSS, HTML, Javascript, JQuery, JSON, PHP, Web Forms, XML

EDUCATION

CMSU • Warrensburg, MO • 1972 - 1976 • BSE English • GPA 3.07 • Minor: Mass Communications • President, English Honor Society

CONTINUING EDUCATION

Export Compliance • PRP • Privacy Policy • Engineering Process FPM • Quality Tools • Introduction to Extreme Programming (XP)

NOTABLE EVENTS

FBI Instructor Development 12/09
Dell Patent #7029137 Tracer Cables, granted 4/18/2006
Award of Merit, STC DC 2005
Patent application submitted to USPTO for Dell 2003
On the Spot award for Dell PowerVault SAN work
Dell Global Customer Experience recognition

EARLY EXPERIENCE

1981 - 1987 documents: TSOS-, CP/M-, and MS-DOS-based accounting (GL, AP, AR, PR, INV, BOM, and SOE), spreadsheet, word processors, multiuser-OS, and query

CLEARANCES

Top Secret SCI w polygraph
- TS/SSBI (DoD) 2006
- TS/SCI polygraph (FBI) 2007, 2011, 10/31/2016
- TS/SCI/TK/Q/NATO (D0D) 1/2019
- Reinvestigation due 10/2023

STAC Software • San Marcos, CA • 8/99 - 12/99
• Created English and translated PDFs from HTML; Midnight, Spiderlily, and GunMetal help; and Granite supervisor's and user's guides.

First American CREDCO • Poway, CA • 2/99 - 4/99
• Created a 6-book collection describing EDI's Y2K-compliance efforts.

Network Associates • Santa Clara, CA • 2/98 - 5/98
• Wrote Nuts & Bolts and edited Safe & Sound user guides and help systems.

Edison Brothers Stores • St. Louis, MO • 9/97 - 1/98
• Wrote EBS Network Services Windows NT guide and Intranet website.

Helix Software • Long Island City, NY • 11/96 - 12/97
• Edited Hurricane 98 User's Guide.
• Wrote Nuts & Bolts 1.0 Windows User's Guide and online help.

Convene • San Francisco, CA • 7/94 - 8/97
• Wrote Convene Windows (4 sets) and Mac (3 sets) user guides and online help.

MD Consult LLC • St. Louis, MO • 2/97 - 6/97
• Wrote MD Consult online HTML help.

Avantos Performance Systems, Inc. • Emeryville, CA • 2/92 - 8/96
• Wrote 8 versions of ManagePro Windows print and online help documentation and 2 versions for Macintosh.
• Wrote 2 versions of ReviewWriter Windows user guides and help.
• Produced 2 versions of the DecideRight users guide.

University of Phoenix • San Francisco, CA • 6/95 - 10/96
• Wrote 3 sets of AlexWare (Mac, Windows, and DOS) user guides and help.

Hewlett-Packard • Cupertino, CA • 2/94, 3/94
• Wrote TotalCom for Windows communications online help.

Camstar Systems, Inc. • Campbell, CA • 10/93 - 2/94
• Wrote automation and off-line processing API guides for AS/400 database.

Varian Oncology Systems • Palo Alto, CA • 8/93 - 10/93
• Wrote OncoSource Windows Asymetrix ToolBook database guide.

Relisys • Fremont, CA • 8/93 - 10/93
• Wrote AVEC Colour Scanner for Macintosh and Windows Guide.

Tandem Computers • Cupertino, CA • 5/89 - 11/89, 4/92 - 4/93
• Wrote ESS internal/external Software Reconciliation, Compression, Electronic Software Delivery, and Electronic Transfer of Updates guides and online help. Wrote online SWEDS demo, CABS Billing guide, QRC, and help.

Appsoft • Palo Alto, CA • 2/92, 5/92 - 11/92
• Rewrote Appsoft Draw guide, wrote Appsoft Image Reference, edited tutorial.

Global Village Communications • Menlo Park, CA • 10/91 - 12/91
• Edited Teleport Fax/Modem and Teleport FullFax guides.

Adobe Systems • Mountain View, CA • 10/91 - 3/92
• Rewrote Adobe Streamline 3 for Windows Guide.

Quantum Corp • San Jose, CA • 8/91 - 3/92
• Wrote Macintosh SCSI storage device manuals.

Sun (TechEase subcontractor) • Mountain View, CA • 6/91, 7/91
• Wrote Sun OpenWindows reference.

La Cie Limited • Tualatin, OR • 3/91 - 4/92
• Edited Silverlining, Cirrus, Tsunami, and ZFP drive manuals; wrote new Silverscanner and PocketDrive manuals.

Symantec • Cupertino, CA • 10/90 - 2/91
• Produced manuals for JustWrite 1.0 for Windows word processor.

DynaWare • CA • 3/90, 12/90-1/91
• Wrote DynaPerspective 3-D modeling references for DOS and Macintosh.

IGC • Santa Clara, CA • 7/90 - 9/90

• Updated VM/386 MultiUser manual for IBM-compatibles.

Pillar Corporation • Foster City, CA • 4/90 - 7/90

• Produced FYPlan Reference for budgeting and financial planning software.

Vertex • San Francisco, CA • 1/90

• Wrote Vertex Detailer Reference for AutoCAD architecture detailing.

Koala Technologies • San Jose, CA • 11/89 - 4/90

• Produced MacVision 3.0 user guide and online help.

KnowledgeSet • Mountain View, CA • 11/89 - 3/90

• Produced GraphicKRS reference/tutorial and customization guides.

Harris Video Systems • Mountain View, CA • 4/89 - 5/89

• Produced HarrisVws Paint reference.

Microsoft Corporation • Redmond, WA • 2/87 - 3/89

• Project lead, wrote Project 4.0 addendum, training, help, and QRC.

• Wrote all resource, costing, and scheduling methods topics for Project for Windows 1.0 Reference.

TRAINING

• AWS Certified Cloud Practitioner 2018
• Working with Classified Information 2014
• FISA Standard Minimization Procedures (SMP) 2014
• DOJ WMD Workplace Safety 2014
• FBI Records Management: E-mail Record Marking Tool 2014
• Continuity of Operations (COOP) Awareness: 2010 - 2014
• Information Security (INFOSEC) Awareness: 2008 - 2018
• Identifying, Designating and Marking Classified National Security Information FY2013
• 2012 No Fear Act Mandatory Refresher 2012
• Fire Safety and Prevention 2012
• Active Shooter Awareness 2012
• Manager Tools: Effective Communications Conference 2012
• Annual Privileged User Security Training 2010 - 2018
• FISA Section 702 Retention 2011
• Insider Threat 2010 - 2018
• Privacy: It's Every Employee's Business 2010 - 2018
• Foreign Intelligence Surveillance Act (FISA) Section 702 Retention 2009
• Government Ethics 2009 - 2018
• Annual FISMA Significant Security Role Training 2009
• Introduction to DaLAS 2009
• FISA SMP - Policy Implementation Guidelines 2008
• FISA Accuracy 2008
• Information Sharing Environment (ISE) Core Awareness Training 2008
• Overview of the Attorney General's Guidelines for Domestic FBI Operations 2008
• Overview of the Domestic Investigations and Operations Guide 2008
• FBI and Congress 2008
• FBI Watchlisting 2008
• SET: The New Field Intelligence 2008
• FBI Certified Instructor, 2009
• Presenting Data and Information Course, Edward Tufte 2008
• MadCap XML-based Help Authoring Software Training 2008
• CSCI Computer Systems Center Inc. Team Leader Training 2007
• Introduction to Wireless Ad Hoc Networks, IEEE Expert Now Training 2006
• Real-Time Computer Systems with Applications, IEEE Expert Now Training 2006
• Transition into Management, IEEE Expert Now Training 2006
• Introduction to Extreme Programming (XP) 2003
• Export Compliance, Dell Computer 2002

- Product Requirements Planning (PRP) 2002
- Privacy Policy 2001
- Engineering Process FPM Fault-Prone Modules 2001
- Quality Tools 2000