

J O S H W E R T H E I M E R

Email: joshwertheimer@hotmail.com



TECHNICAL WRITER | DESIGNER

Results-Oriented—Priority-Driven—Inspirational Team Leader—Innovative Problem Solver

Highly qualified, motivated professional with diverse experience and solid track record of producing commercial-quality User Manuals, Reference and Installation Guides, Online Help systems, Web-based content and marketing materials. Extremely focused, detail-oriented, with the versatility required to achieve success in a competitive, fast-paced working environment. Major strengths include the ability to formulate and convey technical vision to non-technical personnel and effectively match the message to the audience. Website at www.jwertheimer.com/.

PROFESSIONAL PROFILE

- Accomplished communicator, able to conduct presentations to varied audiences. Highly polished organizational communications skills. Develops productive working relationships and alliances.
- Leadership skills: enthusiastic individual with excellent work ethic. Demonstrated comprehensive knowledge of management techniques, organizational development, team building and project execution. Experienced in the implementation of training initiatives to develop, retain and motivate effective personnel. Ability to manage cross-functional teams.
- Skilled designer and developer of Web-application GUIs, HTML-based Help systems, print-based documentation, and Web graphics. Writer and editor of software and hardware user guides, application notes, product and technology briefs, RFPs, proposals, and marketing materials. Developer of large-scale, complex Visio drawings of enterprise solutions. Established reputation for accuracy and dependability.

TECHNICAL EXPERTISE

- Highly proficient on PC and Macintosh OS
- Software knowledge includes:
 - ◆ Adobe Acrobat ◆ Confluence Wiki ◆ Dreamweaver ◆ Excel ◆ Final Cut Pro ◆ FrameMaker
 - ◆ JIRA ◆ Illustrator ◆ InDesign ◆ Madcap Flare ◆ Markdown ◆ Photoshop ◆ PowerPoint
 - ◆ RoboHelp ◆ SharePoint ◆ TFS ◆ Word ◆ Visio ◆ Visual Source Code

CAREER PATH / CONTRACT POSITIONS

Senior Technical Writer—*Paylocity*, Schaumburg, Illinois (Remote) *June 2022–June 2023*

Sole technical writer.

- Wrote and developed Online Help for Internal Developer Portal in Markdown on Backstage
- Wrote Connection Guides for processes to connect third-party applications with Paylocity
- Wrote Integration Guides including Splash Pages, Overviews, and Mapping Setup Guides for third-party integrations with Paylocity

Senior Technical Writer—*Conduent*, Irvine, California *May 2018–January 2022*

Member of technical writing team.

- Developed and maintain SharePoint Publications Portal providing internal/external clients access to all documentation
- Drafted monthly Software Change Requests (SCRs) Release Notes for internal/external clients that document new and modified features and functionality in the company's web-based applications
- Drafted User Guides, Supplemental Guides, Quick Reference Guides, Product Bulletins, Knowledgebase Articles, and Visio Workflows
- Developed the company's first *Technical Writers' Style Guide* to ensure documentation consistency
- Rebranded the company's Product Bulletins, Training Bulletins, White Papers, and Knowledgebase Articles porting the contents of each into templates incorporating the new Conduent branding

Senior Technical Writer (Contractor)—*Pinnacle Claims Management, Irvine, California**February 2017–July 2017*

Sole technical writer of Cost Containment team.

- Responsible for organizing, designing, and drafting User Guide content of 560 new features of the company's proprietary health insurance claims management software system.

Content Strategist (Onsite at Google)—*Zenith Talent Corporation, Mountain View, California**August 2016–December 2016*

Member of the AdWords team.

- Responsible for content modeling; writing, editing and coding Help Center articles, reviewing and drafting UX text, and developing tooltips for AdWords and AdWords Editor.

Senior Technical Writer (Contractor)—*Pacific Dental Services, Irvine, California* *October 2015–April 2016*

Sole technical writer of IT team.

- Drafted IT processes and run books in Confluence
- Drafted User Stories in JIRA

Senior Technical Writer—*Experian, Costa Mesa, California**February 2013–April 2015*

Senior technical writer of three-member Audit & Risk team tasked to standardize process documentation across the enterprise in response to the Consumer Financial Protection Bureau (CFPB).

- Developed *Technical Writing Style Guide*
- Developed Word templates for enterprise-wide use
- Drafted and edited process documentation for a variety of customer programs
- Provided Word 2010 training
- Mentored junior technical writer

Senior Technical Writer—*OptumInsight, San Jose, California**April 2011–February 2013*

Sole technical writer responsible for developing documentation process, creating Word templates and CSS files for standardizing and branding print and online documentation sets, and writing Release Notes, Datasheets, User Guides, Installation Guides and Online Help.

- Designed and developed company's first HTML-based Online Help system
- Designed and developed customer-facing Product Documentation Portal
- Developed Technical Publications Group Wiki

Senior Technical Writer (Contractor)—*The Capital Group Companies, Irvine, California**March 2010–February 2011*

Responsible for designing and writing Job Aids, Tip Sheets, PowerPoint Presentations, Quick Reference Guides, and User Guides for training 1200 employees of the country's third largest mutual fund operator on Remedy 7.6.

- Developed content, graphics, and Flash for internal corporate website
- Developed online HTML-based Glossaries for six corporate initiatives

E D U C A T I O N**Certificate Program for Technical Writing and Editing**

University of Washington–Seattle, WA

Bachelor of Arts in Communications and Theatre Arts

University of Richmond–Richmond, Virginia