

RESUME

Kathy S. Frazier
224 Sandhurst Dr.
Dayton, OH 45405

Phone: (937) 278-5866
Mobile: (937) 776-2823
Email: rovineagle2@yahoo.com

DESIRED POSITION

One in which I may use my talents and skills to enhance your organization's bottom line.

EXPERIENCE

Senior Technical Writer and Technical Writer Positions. July 1998 – Present

Wrote/edited documents and developed illustrations for military contractor and private industries in both permanent and contract positions.

Wrote procedures, work instructions, reference materials, training materials, and engineering and manufacturing processes. Developed, updated, and edited computer program documentation for both hard copy and on-line retrieval including interface instructions, system update releases, and system manuals. Wrote aircraft technical manuals, and Job Guides. Prepared preliminary sketches for graphics illustrators. Produced ATA-100-based SGML documentation for aircraft modifications. Developed training materials (process flow charts, desktop reference documents, and formal training presentations) for new call center employees by observing and interviewing call center staff. Revised materials related to machinery upgrades including Illustrated Parts List (IPL), operator's manual, and service manual through blueprint comparison. OEM document analysis, and communications with subject matter experts. Documented maintenance changes and updates related to a UNIX-based ERP system. Converted prepared military documentation to SGML on-line format using Arbortext Editor. Edited *Appalachians and Addiction* by Edward D. Lampton.

Proposed and developed an HTML prototype for company on-line manufacturing documentation. Trained others to create, revise, and maintain documents and illustrations. Interviewed users to determine content and optimal documentation formats.

Quality Assurance Technician. Jan 1998 – Apr 1998 (Dayton-Phoenix Group, Inc.*). Contract position. Performed quality assurance duties for the Drive Unit and Battery Pack for the General Motors Electric Vehicles (EV1 and S-10 truck).

Marketing/Competitive Assessment Coordinator. Jun 1997 to Dec 1997 (Production Design Systems Inc.*). Contract position. Developed the process to standardize and centralize the Competitive Assessment Program. Wrote the presentation highlighting the competitive assessment process and its benefits to management. Coordinated with engineering managers to standardize test requirements. Maintained parts inventory.

Value Engineering Analyst. Jul 1987 – May 1992 (U.S. Gov't, DoD*). Derived best value for electronic, mechanical, and component spare parts acquisition. Developed

competitive offers by working closely with contractors and DoD engineers to reverse engineer, locate adequate commercial items of supply, and replace sole source acquisition with full and open competition.

Selected projects based on research and analysis of potential savings relative to project cost, availability of technical data and descriptive literature, reverse-engineering potential, and estimated annual purchases. Claimed savings estimated at \$500,000. Advised the cognizant contract administration office regarding approval/disapproval of competitive bids.

Wrote project documentation including summaries, and audit trail. Developed data packages. Interpreted technical drawings and data. Worked with members of Technical, Legal, Purchasing, and management departments in both government and private sector.

Other Writing, Manufacturing, and Accounting Positions. Part-time work developing industrial instructional materials (containing both text and provided photographs) for use by industry employees. Experienced in engineering processes, drawings, document-tation, manufacturing, payables and payroll accounting, and leadership responsibilities.

SOFTWARE

Word, Excel, PowerPoint, Access, Front Page, Visio, Paint Shop Pro, CorelDRAW, Arbortext Epic Editor. Limited Adobe FrameMaker and Illustrator.

EDUCATION

Bachelor's Degree – Business/e-Business – June 2007

University of Phoenix. Phoenix, AZ

Technical Writing Certificate – 2000

Wright State University. Fairborn, OH

Associate Degree – Electronic Engineering Technology - 1987

RETS Tech Center. Centerville, OH

SECURITY CLEARANCE

Secret

* Employed under prior surname, "Lowery".