

Richard Gray Lineback

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Candidate Profile

Job experience in writing and editing Instructor's manuals, user's guides, style guides, online educational courses, preparing graphics for textbooks, copywriting for product catalogues, proofreading, web technologies, writing and editing for financial banking and credit, marketing and advertising, telecommunications, and multimedia design.

- Researching, organizing, chunking information, formatting, designing, document flow.
- Extensive interviewing with subject matter experts, writing, storyboarding, HTML programming, optimizing graphics, designing the final interface, including original creation of graphics, logos, and complete document design.
- Writing extensive step-by-step procedures, editing them for consistency of style, and researching/testing the content and usability of the written material.
- Editing for grammar and usage, choice of style, tone, voice, visual rhetoric, use of white space and color.

Publications

Taming Time & Chaos, a 95-page, full color computer book (Getting Started, User's Guide, and Reference Guide) — conceptual design and software documentation for a time management program; only student entry to win an Award of Achievement in the 1995 Technical Publications, Art and Online Communications Contest sponsored by the Washington D.C. Chapter of the Society for Technical Communication.

The Internet Island Adventure Game, an instructional unit for Middle School science students (includes a game board and a Web site) — designed, written, and produced by Rick Lineback and Michele Lomascolo; Won 1st Place in contest at Sea World Education Division (1995). Link to Web site was included in Discovery Channel's popular Animal Planet CD-ROM.

"Color on the Web," Final project for M.A. in English/Technical Writing.

Catalog and Website for Sun Medical Supply — included extensive research into User Interface Design, graphical formats for the Web, and use of color.

Co-authored and did conceptual design for Instructor's Manual for textbook, *Community Based Corrections*, by Bernie and Belinda McCarthy published by Wadsworth Publishing, 1997.

Graphic design for transparencies for Instructor's Manual to accompany *Teaching Children and Adolescents with Special Needs*, published by Prentice Hall.

"Chipwrecked and Lost on the Keys," — produced all graphics and co-authored Powerpoint presentation and accompanying manual for training adults in computers and overcoming computerphobia, produced in Instructional Systems Design class.

Professional Experience

June, 2009
To Current

PlasTech Plus, Inc. (Consultant)
San Marcos, CA
TECHNICAL WRITER/ EDITOR

Working with Mark Rea, the CEO of US Compo Solutions, a manufacturer of biodegradable plastic bags and other green products. Duties include formatting and editing documents such as white papers, training materials, and helping write and edit Powerpoint presentations for PlasTech Plus clients in Europe.

November, 2007
To February, 2008

Qualcomm Inc. (Consultant)
San Diego, CA
TECHNICAL EDITOR

Working with a team of technical editors in the hardware ASIC division of Qualcomm Chip Technology. Duties include formatting and editing documents such as qualification plan/reports and reference schematics produced by engineers in QCT. Job also involves using advanced features in MS Word and Adobe FrameMaker as well as Acrobat, and thorough knowledge of Agile, Qualcomm's configuration management software.

November, 2004
To March, 2005

Dr. John-Michael Zinn, Ph.D. (Independent Consultant)
Cardiff by the Sea, CA
EDITOR and DESK TOP PUBLISHER

Helped with editing and re-writing material for brochures and for the *Owner's Manual for Life*, an extensive psychological diagnostic tool that included standard personality tests and evaluations as well as personalized interpretations provided by Dr. Zinn. My job included extensive desktop publishing for brochures and fliers and some transcriptions from client-doctor meetings.

February, 2003
To August, 2003

Computer Associates, Inc. (Independent Consultant)
San Diego, CA
TECHNICAL WRITER

Technical writer assigned to eTrust Admin, a comprehensive user provisioning software that lets enterprises manage accounts for every system in their organization. I worked with developers via email and phone conversations to write documentation for the following eTrust Admin guides: Administrator Guide, Implementation Guide, Getting Started Guide, and SDK Developer Guide. Also wrote doc using Winhelp for eTrust Admin Help files. Worked closely with a team of four technical writers on a tight schedule.

July, 2000
To January, 2001

Cayenta, Inc. (subsidiary of Titan Corporation)
San Diego, CA
TECHNICAL WRITER

Only technical writer assigned to software development team. Duties included online help and other critical writing tasks. Wrote and implemented help screens for Healthwell Exchange business-to-business web site, an online marketplace for retailers, distributors, and manufacturers in the natural products industry. Created HTML user interface for Transentric IAF (Internet Application Framework). Job included working closely with java developers, business analysts, and clients.

June, 1999
To May, 2000

Qualcomm Inc. (Independent Consultant)
San Diego, CA
TECHNICAL WRITER

Duties included writing software and hardware procedures for Globalstar project Maintenance and Commissioning Manuals. Received bonuses from TD Services initiated and approved by Qualcomm for meeting milestones in writing and delivering *Gateway Commissioning Technical Manual Volume 4: RF Commissioning* and the *Globalstar Gateway Operations & Maintenance Manual Volume 6*. Duties also included digital photography, extensive interviewing of engineers working on the project, and onsite examination and familiarization of proprietary hardware and software.

November, 1998
To April, 1999

Interim Technologies, Inc. (Contractor)
San Diego, CA
TECHNICAL WRITER

Assignment at First American CREDCO. Managed and executed all technical writing tasks. Duties included writing documentation for CREDCO's proprietary software, which included the IM 2000 Raw Data Format, building templates for software requirement specifications, and editing and helping to write Standards, Instructions, and Checklists. I also built an internal Web site (the *Introductory Handbook – Instant Merge 2000 Project*). The site was instrumental in providing an overview for new team members as well as executives who needed a summary of this mission critical project.

Education

1998

University of Central Florida, Orlando, FL
M.A., English – Technical Writing Track

1993

University of Central Florida, Orlando, FL
B.A., Liberal Studies (240 hours, music and exceptional education, and behavioral sciences, equal to two degrees)

Companies I Have Worked For on a Temporary/Contractual Basis:

Jefferies & Company, Inc., Los Angeles
Lockheed Martin, Orlando, Florida
Hamilton, Smith & Company, Inc., Los Angeles
Westinghouse, Orlando, Florida
Univ. of California at Los Angeles
Adventist Healthcare Corporate Headquarters
CREOL (Center for Research in Electro-Optics and Lasers), UCF, Orlando
Xerox, Longwood Division, Orlando, Florida
First American CREDCO, San Diego
Qualcomm, San Diego
Intrusion.com, San Diego
Computer Associates, San Diego