

SCOTT FORDIN

Résumé Addendum

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Atrium Salon & Spa (*contract*)

June 2009-September 2009

- Designed and authored Web site for hair salon and day spa (<http://www.salonatrium.com>)
- Designed company logo
- Provided personal training to staff for site and domain maintenance

Louisiana Energy Services/National Enrichment Facility (*contracts*)

June 2007-December 2007

July 2006-December 2006

- Wrote German-to-English translations of technical whitepapers, specifications, regulations, and procedures on nuclear medicine, nuclear safety, nuclear enrichment plant design and maintenance, building codes and regulations
- Wrote and illustrated internal technical and training documentation
- Co-developed Documentum information architecture and content management system

Infant Jesus School (*contracts*)

September 2005-May 2006

September 2006-April 2007

- Designed and installed network hardware and software for entire school
- Provided ongoing computer systems and software support

Marguerite's Place (*contract*)

December 2004

- Created and produced promotional video for fundraiser

NuSphere Corporation (*contract*)

February 2001-October 2001

- Designed and wrote MySQL user and administration documentation sets for several product releases

Torrent Systems, Inc. (*contract*)

June 2000-January 2001

- Developed online help systems, product technical documentation, quick reference cards, programming guides, and API documentation for parallel computing product

Hurley Communications, Inc. (*contract*)

October 1999-May 2000

- Developed online help systems, product technical documentation and illustrations for hospital switchboard products

Thomson Financial (*contracts*)

August 1998-March 1999

November 1992-February 1993

- Developed online help systems and product technical documentation; provided book and information design for financial transaction products

Electronic Industries Data Exchange Association (*contract*)

July-September 1998

- Wrote and illustrated API documentation for EIDX specification

Gemsoft Corporation (contracts)	January-February 1996 April-October 1995
<ul style="list-style-type: none"> • Developed online help systems and created demo systems and prototypes for document management software 	
Scan Centers of America (contract)	February-April 1995
<ul style="list-style-type: none"> • Designed and wrote <i>Scanning Primer</i> for document scanning and management company 	
Xerox Imaging Systems, Inc./Kurzweil Computer Products (salaried & contracts)	April-May 1993 November 1992 May 1989-June 1991
<ul style="list-style-type: none"> • Designed, wrote and narrated on audio cassette all Reading Machine (for blind) user documentation; included user manuals, upgrade guides, technical tips, packaging instructions, Braille labeling, formatting for screen readers, UL approval, writing intro/outro material for cassettes, audio tone indexing, and all recording studio arrangements • Wrote and illustrated user documentation for commercial optical character recognition products; included user manuals, online help, installation guides, upgrade guides • Provided German translation/technical editing for German-language products • Provided design consultation on Windows-based online help systems 	
Attitash Software, Inc. (contract)	July-October 1992
<ul style="list-style-type: none"> • Developed online help systems, information architecture, technical product documentation and illustrations for series of Windows utilities • Developed Microsoft Word macros to automate online help and document production 	
Credit Technologies (contract)	May-July 1992
<ul style="list-style-type: none"> • Created technical product documentation and illustrations for financial services products • Performed product QA testing 	
Keyfile Corporation (contracts)	February-April 1992 June-October 1991
<ul style="list-style-type: none"> • Developed online help systems, information architecture, technical product documentation and illustrations for developers, admins, and end-users for series of document management products • Developed Microsoft Word macros to automate online help and document production 	
Inmagic Inc. (contract)	November 1991-February 1992
<ul style="list-style-type: none"> • Created admin and end-user technical product documentation and illustrations for relational database product 	
Archetype, Incorporated (contract)	May-June 1991
<ul style="list-style-type: none"> • Created admin and end-user technical product documentation and illustrations for document management system 	

Project Software & Development, Inc.	February 1988-May 1989
<ul style="list-style-type: none"> • Developed online help systems, information architecture, technical product documentation and illustrations for developers, admins, and end-users for series of enterprise-grade project management software products • Wrote in-house training materials and provided training for desktop publishing with VAX and PC WordPerfect and PostScript 	
Massachusetts Senior Action Council Newsletter (contract)	February 1988
<ul style="list-style-type: none"> • Conducted interviews, wrote articles for in-house newsletter 	
IMEC Corporation (contract)	January-February 1988
<ul style="list-style-type: none"> • Translated hardware manual for logic-driven electric servo-motors into German 	
AT&T (contract)	November-December 1987
<ul style="list-style-type: none"> • Conducted in-house training, wrote instructional documentation for various office productivity tools • Developed DOS batch files and SAMNA IV keyboard macros to automate billing procedures 	
The Boston Center for Computer Applications	September-November 1987
<ul style="list-style-type: none"> • Developed courseware and performed live customer training in AutoCAD, Aldus Pagemaker, WordPerfect, and Lotus Freelance • Wrote company newsletter • Configured and maintained classroom hardware and software 	
Little, Brown Company (contract)	April-June 1987
<ul style="list-style-type: none"> • Provided in-house training on office productivity products • Provided editorial services for several large internal reference publications 	
Arthur Andersen/Mass. Department of Revenue (contract)	March-April 1987
<ul style="list-style-type: none"> • Provided editorial services for training Mass. state employees in MASSTAX auditing system • Developed DOS and WordPerfect batch files to automate office procedures 	
Keystone Provident Life Insurance Company (contract)	February-March 1987
<ul style="list-style-type: none"> • Wrote documentation and WordPerfect macro/merge files to automate tracking/billing procedures 	
Wang Laboratories, Inc. (contracts)	February 1986-January 1987
<ul style="list-style-type: none"> • Provided technical/translation editorial services for converting four hard-copy lexica into CD-ROM-based reference disks: <i>Random House German/English Dictionary, Unabridged English Dictionary, Random House Concise English Dictionary, Duden German Thesaurus</i> • Developed extensive Wang glossaries (macros) to automate proofing and production 	
Blackfoot Productions (contract)	June-August 1986
<ul style="list-style-type: none"> • Script editor for "Vig," a play by Paul Hapenny 	
Solomon Shechter Day School (contract)	May-June 1985
<ul style="list-style-type: none"> • Wrote audio/visual script (multimedia slide show) for annual fundraiser 	

Greater Boston YMCA (contracts)	January-February 1985 October-November 1984
<ul style="list-style-type: none"> • Wrote and narrated two public service announcements for radio • Wrote audio/visual script for annual meeting/fundraiser 	
Seiler Corporation (contract)	December 1984-February 1985
<ul style="list-style-type: none"> • Wrote two corporate newsletters 	
General Electric/Media I (contract)	May 1984
<ul style="list-style-type: none"> • Grip for 30-projector audio/visual production for GE "Family Fair Day" 	
Roger Vaughan (contract)	November 1983-February 1984
<ul style="list-style-type: none"> • Provided German translation and research for biography of Herbert von Karajan 	
The Yacht Magazine	August 1983-March 1984
<ul style="list-style-type: none"> • Editorial production manager; wrote copy, shot photographs, managed stringers, maintained editorial library 	
Sail Magazine (contract)	May 1980
<ul style="list-style-type: none"> • Wrote and photographed technical article on safety flares 	
Nikon World Magazine (contract)	April 1977
<ul style="list-style-type: none"> • Created photo essay about transatlantic yacht race 	
Long Island Newsday Magazine (interview)	March 1977
<ul style="list-style-type: none"> • Provided photographs, was interviewed about transatlantic yacht race 	