

JULIAN·SERLES

OBJECTIVE

Seeking a challenging position utilizing my diversified skills and experience.

EXPERIENCE

2001 - present [Medi.com](#) Thousand Oaks, CA
Technical Writer

- ◆ Create and revise software User Guides
- ◆ Document new online software
- ◆ Incorporate graphics and screenshots into documentation
- ◆ Create graphics for presentations in lieu of the written word

1999 - 2001 [Haas Automation](#) Oxnard, CA
Technical Communication and Information Design

- ◆ Compose and update Operation and Service manuals
- ◆ CD Authoring and electronic publication of manuals to CD-ROM
- ◆ Create and integrate graphical images into documentation
- ◆ Interface with Engineering, Manufacturing, and Service staff
- ◆ Coordinate updates and distribution of addenda, bulletins, and instructions

1998 - 1999 [New Horizons](#) Thousand Oaks, CA
Documentation Quality Specialist at Amgen, Thousand Oaks (contract hire)

- ◆ Create and initiate an electronic library conversion process
- ◆ Convert FDA Certified technical documentation cross-platform
- ◆ Audit and verify converted documentation library
- ◆ Communicate and coordinate efforts with DMS and EDMS staff

1997 - 1998 [Parnassus](#) Ventura, CA
Lead Technical Writer

- ◆ Write technical documentation
- ◆ Integrate text and graphics into documentation
- ◆ Project Manager, WWW Home Page

EDUCATION

1994 - 1997 [California State University, Chico](#)
Bachelor of Arts degree in Humanities, May 1997 Cumulative GPA 3.41

1991 - 1994 [Ventura Community College, Ventura](#)
Associate of Arts degree, December 1993 Cumulative GPA 3.85

COMPUTER SKILLS

Windows 95/98/Me and NT/2000 Operating Systems

- ◆ Microsoft Office 97 / 2000
- ◆ Adobe PhotoShop 6
- ◆ Adobe PageMaker 6.52+
- ◆ CorelDRAW 9
- ◆ Adobe PageMill 3.0
- ◆ Adobe Acrobat/Exchange 4.05b

Apple Macintosh Operating System 9.x

- ◆ Microsoft Office 98
- ◆ Adobe PhotoShop 5
- ◆ QuarkXpress 4.01
- ◆ Adobe Exchange/Acrobat 4.0

BEYOND SOFTWARE

- ◆ CD Authoring & Artwork Design
- ◆ Creation/Administration of Web Sites
- ◆ Frankenstein Computer Construction
- ◆ Local Area Network (LAN)

AFFILIATIONS

Contributing Editor - Dime Quarterly, the Datsun 510 Technical Newsletter
Chico State Alumni Association

HONORS

Lifetime member of Phi Kappa Phi National Honor Society
California State University, Chico: [Dean's List](#), Spring 1994
Ventura Community College: [Dean's List](#) for two consecutive years