

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

(714) 306-7813

Web site: [www.jwertheimer.com](http://www.jwertheimer.com) — Email: [jwertheimer@cox.net](mailto:jwertheimer@cox.net)

---

## TECHNICAL WRITER/DEVELOPER/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 and versatile to achieve 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. Work samples available at [www.jwertheimer.com](http://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. Proven facilitator with the ability to turn around underperforming projects.
- 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, Web graphics and Flash files. 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 ◆ Dreamweaver ◆ Excel ◆ Final Cut Pro ◆ Fireworks ◆ Flash ◆ FrameMaker
  - ◆ FreeHand ◆ Google Analytics ◆ HomeSite ◆ Illustrator ◆ InDesign ◆ PageMaker ◆ Photoshop
  - ◆ PowerPoint ◆ SharePoint ◆ TopStyle ◆ QuarkXPress ◆ RoboHELP ◆ RoboHTML ◆ Word ◆ Visio
  - ◆ Visual SourceSafe ◆ WinCVS

---

## CAREER PATH/CONTRACT POSITIONS

**Senior Technical Writer**—*QLogic Corp.*, Aliso Viejo, California 2008–2010  
2004–2005

Designed, developed and maintained the Corporate Publications Intranet. Maintained the corporate Web site. Designed, wrote and edited monthly HTML-based OEM, Channel and Reseller newsletters and marketing e-mails; produced and edited digital videos and product photography.

- Success of Intranet resulted in department being given responsibility for all corporate web sites
- Developed standard for HTML-based Online Help systems and product documentation
- Developed standard for quarterly product CDs

**Senior Technical Writer**—*Colyar Consulting Group*, Phoenix, Arizona 2006–2008

Designed and developed Web-application GUIs. Wrote and developed HTML-based Help systems and print-based documentation, and designed Web graphics.

- Produced documentation with technical accuracy and within product development deadlines

**Senior Technical Writer**—*Stack Computer*, Irvine, California 2005–2006

Wrote and developed technology briefs, RFP's, and proposals. Developed large-scale, complex Visio drawings of proposed enterprise solutions.

- Re-designed corporate Web site providing company with more substantial Web presence

**Senior Technical Writer (Contractor)**—*Broadcom*, Irvine, California 2005–2005

Wrote updated user guides, application notes, product briefs, and errata for existing products.

- Converted Word-based user guides and manuals of companies acquired by Broadcom into FrameMaker-based corporate templates and standards within scheduled timelines.

**Senior Content Development Specialist**—*Quantum Corp.*, Irvine, California 2003–2004

Wrote and developed online learning courses and FAQs for a variety of the company's data storage products, including the P-Series, M-Series, DX30, and SuperLoader.

- Re-designed and re-architected Customer Support section of the corporate Web site providing customers with easier access to downloads
- Designed and developed Quarterly Customer Service CD
- Maintained three corporate FTP sites

**Senior Technical Writer**—*Vision Solutions, Inc.*, Irvine, California 2001–2003

Wrote and illustrated the User's Guide for Symbiator® 4.1 (data replication software).

- Developed standard for HTML Online Help systems (.chm format)
- Designed and developed application icons and splash screens resulting in enhanced product usability

**Information Architect/Designer**—*eBuilt, Inc.*, Irvine, California 2000–2001

Conceptualized, designed, architected, and developed Web sites, HTML User Interfaces, graphics, and Flash files. Conceptualized, designed, illustrated, wrote, and produced print- and Web-based marketing materials. Coordinated printing with third-party vendors.

- Managed team responsible for design, development and maintenance of the corporate and divisional Web sites resulting in standardized corporate branding and efficient usability

**Senior Technical Writer/Designer**—*Hiko Technologies, Inc.*, Irvine, California 1999–2000

Conceptualized, designed and coded Web application HTML User Interfaces, login screens, and Configuration Wizard.

- Developed standard for HTML-based Help system with ASP/IIS search capabilities
- Designed and developed corporate Web site providing increased Web presence

**Technical Writer**—*Onyx Software*, Bellevue, Washington 1998–1999

Team manager and lead Writer/Developer of company's first Web-based Help system for CRM application. Taught HTML to other technical writers in the department.

- Designed and developed application icons, user interfaces and login screens resulting in improved product usability

**Senior Technical Writer**—*Webforia*, Bellevue, Washington 1997–1998

Wrote, designed, illustrated, and developed initial HTML Help system for Webforia Organizer. Designed, wrote, and edited marketing communication materials.

- Designed and developed application icons and interface buttons resulting in efficient product usability

---

## 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

---

## A F F I L I A T I O N S

- Orange County Chapter of the Society of Technical Communication