

Judy K. Spreng

Summary

Communications specialist with expertise in print and web production; desktop publishing and graphics tools, particularly FrameMaker; writing end-user documentation and web content, and single-sourcing for multiple versions and media.

Unique strengths include a strong sense of graphic design and layout, an ability to simplify complex concepts and systems into language that anyone can understand, and an understanding of the publishing cycle from raw content to finished product.

Employment History

Vulcan Inc., Seattle, WA

2000–2004

Technical writer, desktop publishing specialist (1st year as contractor)

Technical writing/desktop publishing projects included:

- Designed and wrote printed user guides and quick reference guides for proprietary audio/visual control software installed on touchpanels. Also managed entire project
- Created WebWorks and FrameMaker Templates for Frame-to-HTML online help projects
- Wrote and contributed to operations guides, configuration guides, and installations guides in HTML format for Web and PDF

Website content and production projects included:

- Wrote and produced two versions of online help for proprietary information kiosk software
- Created and maintained initial version of online help system, encompassing different content for 11 different configurations of proprietary audio/visual control software
- Wrote and created online help for two bug-tracking applications

Graphics projects included:

- Managed all images for print and online documentation
- Created and converted screenshots to appropriate file types for print and online documentation

Business/management experience:

- Managed documentation projects and contractors
- Created print and online help production schedules using MS Project
- Tracked usage of files for single-sourced FrameMaker project using MS Access database

Celery Productions, Ferndale, WA

1999–2000

Consultant in the areas of desktop publishing; technical writing; and web design, content, and production

Projects included:

- Production of an intranet website, which emulated and documented the user interface of software under development
- All print and online production on *Seagate Crystal Reports' Technical Reference* for Seagate Software; supervised production of help system for same
- Design, layout, and production of *Designing Effective Speech Interfaces*, by Susan Weinschenk and Dean T. Barker; published by Wiley Publishing

Clients included Vulcan Inc., Seagate, Susan Weinschenk Consulting, Greenlender, and Ladley Communications

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Elucidex, Bellingham WA

1998–1999

Production technical writer, desktop publisher

As a lead production technical writer, responsible for performing and supervising the production of technical manuals, writing and editing content for technical manuals and online help systems, and developing FrameMaker templates and stylesheets for new projects.

The Aberdeen Group, Addison IL (now a division of Hanley-Wood, Inc.)

1990–1998

Associate editor, The Construction Marketing Network (www.cmarket.net)

- Responsible for the development, implementation and maintenance of a website channel

Production editor, Construction Marketing Today magazine

- Responsible for the flow of editorial materials from manuscript to finished page

Assistant production manager and advertising production coordinator (concurrently), Pavement Maintenance, Concrete Journal, and Construction Marketing Today

- Responsible for layout and impositions of magazines, and coordinating the flow of all advertising insertion orders and materials

Dow Jones & Co., Inc., Naperville, IL

1983–1989

Assistant to the advertising services manager, The Wall Street Journal

- Responsible for creating layouts of all daily classified advertising sections for the Midwest Edition and Chicago Region of *The Wall Street Journal*

Proficient in the following software tools

MS Word	FrameMaker 7	Photoshop 7
MS Excel	WebWorks Publisher	Illustrator 9
MS Access	Adobe Acrobat 5	InDesign
MS Project	Dreamweaver MX	FullShot 6.0
Visual SourceSafe 6.0	Frontpage 2000	proprietary A/V control software
Visio	RoboHelp 9	QuarkXpress (Macintosh)
TestDirector	HTML	Project Executive

Education

Bellevue Community College, Bellevue, WA, 2001

Continuing education course in computer programming for technical writers

College of DuPage, Glen Ellyn, IL

Continuing education courses in writing and history

Northern Illinois University, DeKalb, IL

Graduate-level courses in communication studies

Aberdeen University, Aberdeen, Scotland

Participated in foreign study program

Hope College, Holland, MI

B.A. (cum laude) in Communications, minor in English

Professional Associations

Society for Technical Communications, 2001- 2004