

Tom Burton
7011 Ranchito Avenue
Van Nuys, California 91405
(818) 785-3044 FAX (818) 785-5408
E-mail: tomb@earthlink.net

Objective: Position of freelance, contract, or employee Technical Writer or Technical Publications Department Manager

- Exceptional skills in conveying information in terms understandable to the target audience.
- Proven experience in prioritizing projects to satisfy conflicting internal customers, while meeting budget and schedule goals.

Career Highlights

- At Nbase-Xyplex, a manufacturer of media converters for the fiber optic network infrastructure market, wrote and produced marketing material. Specified structure and content of two Web Sites; produced content. Created an extensive specifications spreadsheet to clarify and standardize converter module specs, and created a standalone FileMaker product selector database.
- At General Scanning / GSI Lumonics / View Engineering, wrote and illustrated user, hardware maintenance, and programmer reference manuals for general purpose high-end non-contact Metrology equipment, as well as specialized inspection equipment used by SMT board manufacturers. The maintenance and reference manuals were directed to trained programmers and repair personnel; the user manuals were geared to assembly-line personnel.

Updated/maintained the General Scanning Tech Support Web Site. Before GSI Lumonics spun off View Engineering, converted several FrameMaker manuals into ArborText SGML.

- Technical Publications Manager for Micropolis Corporation, a manufacturer of high-performance disk drives. Directed a staff of Technical Writers and a Technical Illustrator, as well as wrote much material myself. Produced easy-to-understand OEM and end-user documentation for hardware and software products. Produced a range of marketing collateral material. Helped define product requirements and marketing strategies.

Formed and chaired committee that defined Micropolis' Web Site in 1995. Defined architecture and navigation features. Personally coded, maintained, and updated the Web Site.

Professional Experience

Freelance and Contract Technical Writing

August 2001 to present

Micro/sys, Montrose, CA. Updating, restructuring, and production of a complex pricing booklet.
Holoplex Technologies, Pasadena, CA. Produced an installation manual for a sophisticated data communications product.

Alera Technologies, Van Nuys, CA. Wrote and composed installation guides and quick-start posters for DVD-Recorders and CD-Duplicators.

Capstone Turbine, Chatsworth, CA. (contract) Wrote user manual for site personnel who operate Capstone MicroTurbines. Also wrote user guide for a protective relay function test adapter, used by Utilities to verify a key safety feature of the MicroTurbine.

Tom Burton
(818) 785-3044 FAX (818) 785-5408
E-mail: tomb@earthlink.net

Professional Experience (continued)

- Nbase-Xyplex, Chatsworth, CA** (an MRV Communications company) August 2000 to August 2001
Technical Writer, WebMaster
- General Scanning / GSI Lumonics / View Engineering** April 1998 to August 2000
Simi Valley, CA
(General Scanning merged with Lumonics Corp. April 1999;
View Engineering was spun off May 2000); Senior Technical Writer
- Micropolis Corporation, Chatsworth, CA** May, 1979 to November, 1997
Technical Publications Department Manager and WebMaster
- Pertec Computer Company, Chatsworth, CA** November 1977 to May 1979
Senior Technical Writer; promoted to Technical Publications Supervisor
- Data Products Corporation, Woodland Hills, CA** July 1974 to November 1977
Senior Technical Writer
- Hughes Aircraft Company, Ground Systems Group, Fullerton, CA** April 1972 to July 1974
Member of the Technical Staff / Technical Writer, Field Service Engineer
- Litton Industries, Data Systems Division, Woodland Hills, CA** January 1971 to April 1972
System Integration and Test Engineer
- Hughes Aircraft Company, Ground Systems Group, Fullerton, CA** June 1969 to January 1971
Member of the Technical Staff / Technical Writer

Educational Background

Bachelor of Science degree in Engineering, June 1969, California State Polytechnic College, San Luis Obispo, California, major in Electronic Engineering (emphasis on computer technology).

Proficiencies

- Mac (OS7 – 9 and OS X) and Windows platforms and system software
- Digital photography and image manipulation; format conversion.
- Microsoft Office (Word, Excel, somewhat proficient in Powerpoint), Internet Explorer
- Adobe PageMaker, FrameMaker, Photoshop, Pagemill, Golive (comparable to DreamWeaver), Illustrator, Acrobat; Macromedia Freehand; Deneba Canvas
- FileMaker Pro, FileMaker Pro Developer, ClarisWorks (now AppleWorks), HomePage
- ArborText SGML Text Editor; familiarity with RoboHELP
- Many Internet- and Graphic-related utilities, clients, and applications

Memberships

- FMDiSC (FileMaker Developers in Southern California)
- MacValley Users Group