

# SCOTT FORDIN

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## Services Offered

- Technical documentation & illustration
- Technical articles & executive briefings
- Online help & Web site development
- Book proposals & publication design
- Training materials & courseware
- Information architecture & UI design
- Webinars, screencasts & audio narration
- German translation

## Goals

- Full-time or part-time salaried or contract position, as either project lead or individual contributor
- Writing, illustrating, designing, and/or coding technical publications, including product documentation and tutorials, programming guides, specifications, whitepapers, analyses, and executive summaries
- Developing, authoring, and delivering training materials, courseware, webinars, and screencasts
- Designing, authoring, and/or coding online and inline help systems, hypermedia-based publications, Web sites or Web pages, wikis, blogs, email newsletters, and other Web-based publications
- Strategic technology planning and workflow development; tools, best practices, production design

## Synopsis

- I have been working in the computer industry for over twenty-five years as a technical writer, illustrator, courseware developer, multimedia author, publications designer, information architect, narrator, and German translator. Sixteen of those years have been at Sun Microsystems, three at Xerox/Kurzweil, and two at Project Software and Development. Before, during, and around those positions, I have performed contract work for a large number of other companies.
- My projects have ranged from the most technical to the most basic, in a variety of media, including print and electronic text and illustration, video, photography, audio, live presentation, and Braille.
- Examples of my projects that fall into the “highly technical” category include Java programming guides, Solaris developer and administration guides, XML technology articles and API specifications, W3C standards, and translations of German regulations and procedures on nuclear physics and nuclear medicine. In the more “basic” category, my work has included designing, writing, and narrating documentation for reading machines for the blind, software tutorials and user guides for hospital switchboard operators, and authoring A/V scripts for non-profit institutions. A summary of my work experience is provided on the remaining pages of this document.
- My core strengths are my writing, illustration, and production skills, comprehensive, practical knowledge of a broad range of authoring tools and markup languages, and a keen interest in staying abreast of the most current technology trends.

## Trade Books

- “**The Java EE 5 Tutorial**,” Third Edition, Addison-Wesley, 2006 (contributing author)  
ISBN-13: 978-0321490292
- “**Wabi 2: Opening Windows**,” Prentice-Hall, 1996 (wrote, illustrated, designed; cited a “*Best Book of 1996*” by *Unix Review* magazine, June 1997) ISBN-13: 978-0134616179

## Education:

B.A., Tufts University, 1982 Major: English Minor: Engineering Science  
Fulfilled University Language Requirements in German and Spanish  
Independent Studies at Boston Museum of Fine Arts School in Choreography and Painting  
SunU coursework in Java programming, MySQL database administration,  
MySQL development, and SGML authoring

## Work Experience

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### Sun Microsystems

March 1993-Present

- Online help systems
- Product technical documentation and illustration
- Programming guides and API documentation
- Technical whitepapers and specifications for Sun and World Wide Web Consortium
- Technical articles and executive summaries for internal and external audiences
- Screencasts, webinars, narration, and audio and video production
- Tutorials and training materials
- Strategic presentations for internal audiences
- Information architecture, workflow development, CMS pilot programs
- Usability testing and UI design
- Trade book proposals, design, and authoring
- Web site development and coding
- Web site management, including binary code export licensing
- Scripting and macro authoring
- Internal documentation tools and training

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### Atrium Salon & Spa

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

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### Louisiana Energy Services/National Enrichment Facility

June 2007-December 2007  
July 2006-December 2006

- German-to-English translation of technical whitepapers, specifications, regulations, and procedures
- Internal technical documentation and illustration
- Information architecture and content management system design

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### Infant Jesus School

September 2005-May 2006  
September 2006-April 2007

- Network design and infrastructure installation
- Computer systems and software support

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### Marguerite's Place

December 2004

- Promotional video

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### NuSphere Corporation

February 2001-October 2001

- Product technical documentation

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### Torrent Systems, Inc.

June 2000-January 2001

- Online help systems
- Product technical documentation
- Programming guides and API documentation

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**Hurley Communications, Inc.****October 1999-May 2000**

- Online help systems
- Product technical documentation and illustration

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**Thomson Financial****August 1998-March 1999  
November 1992-February 1993**

- Online help systems
- Product technical documentation
- Book and information design
- Editorial services

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**Electronic Industries Data Exchange Association****July-September 1998**

- API documentation, illustration, and editorial

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**Gemsoft Corporation****January-February 1996  
April-October 1995**

- Online help systems
- Demo systems and prototyping

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**Scan Centers of America****February-April 1995**

- Technical documentation
- Book design

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**Xerox Imaging Systems, Inc./Kurzweil Computer Products****April-May 1993  
November 1992  
May 1989-June 1991**

- Online help systems
- Technical product documentation and illustration
- Publications design and information architecture
- Narration and audio documentation

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**Attitash Software, Inc.****July-October 1992**

- Online help systems
- Technical product documentation and illustration
- Information architecture
- Macro coding for online help and document production
- Document management

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**Credit Technologies****May-July 1992**

- Technical product documentation and illustration
- Product testing

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**Keyfile Corporation****February-April 1992  
June-October 1991**

- Online Help systems
- Technical product documentation and illustration
- Macro coding for online help and document production

<b>Inmagic Inc.</b> <i>Documentation</i>	<b>November 1991-February 1992</b>
<ul style="list-style-type: none"> <li>• Technical product documentation and illustration</li> </ul>	
<b>Archetype, Incorporated</b>	<b>May-June 1991</b>
<ul style="list-style-type: none"> <li>• Technical product documentation and illustration</li> </ul>	
<b>Project Software &amp; Development, Inc.</b>	<b>February 1988-May 1989</b>
<ul style="list-style-type: none"> <li>• Online help systems</li> <li>• Technical product documentation and illustration</li> <li>• Macro coding for online help and document production</li> </ul>	
<b>Massachusetts Senior Action Council Newsletter</b>	<b>February 1988</b>
<ul style="list-style-type: none"> <li>• Interview/biographical article</li> </ul>	
<b>IMEC Corporation</b>	<b>January-February 1988</b>
<ul style="list-style-type: none"> <li>• German translation</li> </ul>	
<b>AT&amp;T</b>	<b>November-December 1987</b>
<ul style="list-style-type: none"> <li>• Internal training and software consulting</li> <li>• Macro coding for office automation</li> </ul>	
<b>The Boston Center for Computer Applications</b>	<b>September-November 1987</b>
<ul style="list-style-type: none"> <li>• Live customer training</li> <li>• Courseware development</li> <li>• Technical documentation</li> </ul>	
<b>Little, Brown Company</b>	<b>April-June 1987</b>
<ul style="list-style-type: none"> <li>• Internal training</li> <li>• Editorial services</li> </ul>	
<b>Arthur Andersen/Mass. Department of Revenue</b>	<b>March-April 1987</b>
<ul style="list-style-type: none"> <li>• Editorial services</li> <li>• Macro coding for office automation</li> </ul>	
<b>Keystone Provident Life Insurance Company</b>	<b>February-March 1987</b>
<ul style="list-style-type: none"> <li>• Internal documentation</li> <li>• Macro coding for office automation</li> </ul>	
<b>Wang Laboratories, Inc.</b>	<b>February 1986-January 1987</b>
<ul style="list-style-type: none"> <li>• German translation</li> <li>• Editorial services</li> <li>• Macro coding for editorial translation, document and CD production</li> </ul>	
<b>Blackfoot Productions</b>	<b>June-August 1986</b>
<ul style="list-style-type: none"> <li>• Script editor</li> </ul>	

<b>Solomon Shechter Day School</b>	<b>May-June 1985</b>
<ul style="list-style-type: none"> <li>• Audio/visual scripting</li> </ul>	
<b>Greater Boston YMCA</b>	<b>January-February 1985</b> <b>October-November 1984</b>
<ul style="list-style-type: none"> <li>• Public service announcement scripting</li> </ul>	
<b>Seiler Corporation</b>	<b>December 1984-February 1985</b>
<ul style="list-style-type: none"> <li>• Corporate newsletters</li> </ul>	
<b>General Electric/Media I</b>	<b>May 1984</b>
<ul style="list-style-type: none"> <li>• Audio/visual production</li> </ul>	
<b>Roger Vaughan</b>	<b>November 1983-February 1984</b>
<ul style="list-style-type: none"> <li>• German biographical research and translation</li> </ul>	
<b>The Yacht Magazine</b>	<b>August 1983-March 1984</b>
<ul style="list-style-type: none"> <li>• Magazine articles</li> <li>• Editorial services and production management</li> </ul>	
<b>Sail Magazine</b>	<b>May 1980</b>
<ul style="list-style-type: none"> <li>• Photojournalism</li> </ul>	
<b>Nikon World Magazine</b>	<b>April 1977</b>
<ul style="list-style-type: none"> <li>• Photojournalism</li> </ul>	
<b>Long Island Newsday Magazine</b>	<b>March 1977</b>
<ul style="list-style-type: none"> <li>• Photojournalism</li> </ul>	