

Writes4You
Corporate Resume
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Introduction

Writes4You consists of technical and marketing writing, editing, project management, and website development services. We are English native speakers and writers who can offer consistent and comprehensive language skills to an international marketplace. We have been working in the Southern California high-technology area—the hotbed of Internet and technology development for more than 15 years.

Experience

We have 25 years of experience in technical and marketing writing, editing, project management, website development, which include projects in multiple industries such as manufacturing, software, engineering, environmental, financial, mortgage, and government sectors.

Client Base

Below is a partial list of our past and current clients:

- Ventus Solutions (clients: Health Net and Community Bank)
- Confidential Client (\$87B investment services company)
- Mind-Eye Connection
- Shur-Lok Corp.
- Blanche Katz
- California State Polytechnic University Pomona
- Phoenix Technologies
- Levine Fricke Recon
- OHM Remediation Services
- International Technology Corporation
- Northeastern University
- Butterworth Publishers

Employer Base

Below is a partial list of our past employers:

- Encore Credit Corporation
- Phoenix Technologies, Ltd.
- CH2M HILL
- Liberty Mutual Insurance Company

Client Services

Writes4You's clients typically:

- Do not have an internal information technology (IT) design, writing, and editing team and need to contract these services out to a third-party vendor
- Want native English-speaking writers to write or edit English content translated from other languages for business sectors such as manufacturing, technology, engineering, government, environmental, marketing, and finance
- Need to create new web sites on the Internet or Intranet or edit, redesign, or update existing web sites
- Require writing or editing technical books and manuals
- Need redesign of graphical user interfaces (GUIs), flow charts, and schematics or the website's navigation

Client Retainer Services

Writes4You can offer retainer services for creative authoring, editing, and web design for any size company, for a monthly or quarterly fee.

Writing Expertise

Web Design

Writes4You's web design expertise includes:

- Conduct meetings with client(s) to develop scope of work, schedule and cost of website
- Create online manuals or creating authoring material
- Develop design, navigation and content for Intranet and Internet sites
- Manage the redesign of and published documentation on company intranet site
- Add graphics, and photos to website

Technical Writing and Editing

Writes4You's technical writing expertise includes:

- Participate from concept to project completion/product release to coordinate with the systems and software development life cycle
- Develop business flow diagrams
- Update operations plans across multiple information technology interfaces
- Establish project scopes, schedules and milestones for clients
- Assist in developing an information systems security proposal to Company's Board of Directors for Sarbanes-Oxley Act compliance
- Plan, develop and write online and print technical documentation (policies and procedure help files, developer and procedure manuals, quick-start guides, end-users' guides, user scenarios for training documentation, release notes, frequently asked questions, reports, templates, proposals, white papers, Standard Forms 254/255, feasibility studies, environmental impact studies, technical illustrations and ads
- Work with other writers, engineers and managers to create the information flow needed for an international or multi-location endeavor

Marketing Writing

Writes4You's marketing writing expertise includes:

- Advise a company on communication process needed for their business
- Implement communication media for ISO 9001-2000/AS9100 clients
- Analyze scopes of work for Request for Proposal (RFP) bids
- Act as the communications consultant for national and international partnerships
- Develop marketing, sales, and training material including presentations, datasheets, newsletters, brochures and bookmarks
- Design and direct promotional, creative, and company communications
- Write, edit, and design graphical user interfaces and presentations

Software Expertise

Proficient in:

- Windows XP
- MS Word, Project, FrontPage, PowerPoint, Excel, and Visio
- Corel WordPerfect
- Adobe RoboHelp, FrameMaker, Dreamweaver, PageMaker, Photoshop, Illustrator, Acrobat
- HTML