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Objective

My vertical strategy is focused on delivering quality by leveraging priorities among complex issues; by recognizing and doing what needs to be done. I am open to contract positions, and prefer remote work.

Key Skills

- Web Design & SEO
- Technical Document Creation
- Content Writing ([Sample](#))
- Strong background in writing/editing
- Excellent expression of technical concepts ([writing samples](#) for non-technical audience)
- NIST Guidelines
- Knowledgeable in the banking industry
- Great at imparting or exchange of information
- Certified Communication and Network Security
- Certified Search Engine Optimization
- Proficiency with WORD; PPP
- Requirements Classification
- [Online Resume](#)

Relevant Technical Writing/Editing Experiences

For about 10+ years, as a freelancer for numerous agencies I created technical content and edited documents. A few examples herein:

- IT Catalog of Products and Services
- Service Level Agreement
- [Web Design](#)
- [Search Engine Optimization](#)
- JSON-ld Schema
- HTML Custom Markup
- Researched Data for eBook Author
- Edited Annual Report
- Marketing Communication
- Legal Formats/document creation
- Grants Writer 501(c)(3)

A few awarded contract positions, via agencies:

- HSBC, USA (Greenfield Project), Depew, NY 14043
Business Analyst
 - * Wrote text scripts as a precondition for computer system script language
 - * Reviewed legacy procedures
 - * Updated banking procedures and work guides to coordinate with new enterprise platform.

- M&T Bank USA; Buffalo, NY 14203
Process Analyst
 - * Scoped the entire project and established timeline to comply with anticipated deadline.

Education

- **Reliablesoft.net** (Google Partner)
Digital Marketing; Mentor: Alex Chris, BS Computing, MSC eCommerce; Digital Marketing Mgr.
- **Cybrary Inc.** Greenbelt, MD 20770, USA; Cybersecurity & IT Continuing Education;
Mentor: Kelly Handerhan: Certified Lead Trainer; CISSP, CEH, CISM, CISA, CRISC, PMP
- **SDLC/Software Development Life Cycle: Online Tutorial**
- **M.B.A. Finance** (GPA 3.58)
California Coast University
Santa Ana, CA 92701
- **Bachelor of Science, Mgmt.** (GPA 3.00)
California Coast University

Relevant Affiliations

- International Association of Professional Writers & Editors; New York, NY 10128

References

Available upon request

Certifications:

