

Brian C. Lutz  
2708 Tannery Court, Orlando, Florida 32817  
407-492-6507 and 407-492-6572  
[BrianLutz86@gmail.com](mailto:BrianLutz86@gmail.com)

## SUMMARY OF QUALIFICATIONS

- ❖ Technical Writer with five years experience in writing and editing software end-user manuals, online help, tutorials, reports, website content, policies and procedures, proposals, IETMS using MIL-STD, product descriptions for e-Commerce sites
- ❖ Strong English grammar skills for clear, concise, and detail-oriented writing
- ❖ Proficient in Adobe Creative Suite, Microsoft Office Professional, XML, CSS, HTML, open source software, and myriad desktop publishing, graphics, and website publishing software, including Acrobat Professional, Photoshop, Dreamweaver, RoboHELP, Word, SnagIt, FullShot, Excel, FileZilla
- ❖ Reliable, creative, self-starting team player and leader with excellent research and communication skills
- ❖ Comfortable in Web, Windows, Mac
- ❖ Consistent delivery of accurate, user-friendly documentation on time and under budget

## TECHNICAL EXPERIENCE

- ❖ Adobe FrameMaker, Acrobat Professional, PhotoShop, Dreamweaver, RoboHELP
- ❖ FullShot, SnagIt
- ❖ Microsoft Word, Excel, PowerPoint, Visio
- ❖ Open Office Writer and Draw
- ❖ FileZilla,
- ❖ XML, CSS, HTML
- ❖ Finale 2010, Garritan 2010, Overture, Sibelius

## PROFESSIONAL EXPERIENCE

### Technical Writer

JHT, Inc.

Orlando, Florida (November 2010 – Present)

- ❖ Develop Interactive Electronic Technical Manuals (IETMS) for the military.
- ❖ Write, edit, update, and proofread manuals using MIL-STD.
- ❖ Use XML, CSS, and desktop publishing and graphics programs.
- ❖ Complete projects on time and under budget.

### Chief Editor/Copywriter

TARGE, Inc.

Orlando, Florida (July 2010 – Present)

- ❖ Develop online advertising copy.
- ❖ Develop website content, detailed product descriptions and slogans.
- ❖ Proofread written material and ensure correct grammar, punctuation, and spelling.
- ❖ Write sales and informational speeches.
- ❖ Identify interests of publication readers.
- ❖ Verify investigative information regarding market situation.
- ❖ Complete projects on time and under budget.

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Chief Editor/Copywriter

OneCentCity.com

Orlando, Florida (March 2010 – May 2010)

- ❖ Identified topics for online marketing campaign articles for the penny auction website.
- ❖ Followed editorial guidelines for each article warehouse.
- ❖ Developed article marketing materials and published in different article warehouses.
- ❖ Effectively drove traffic to the website.
- ❖ Developed social media content.
- ❖ Completed projects on time and under budget.

Technical Writer

Loansinteractive.com

Orlando, Florida (June 2007 - May 2010)

- ❖ Q&A Testing.
- ❖ Developed and designed online help.
- ❖ Typed legal documents under strict time constraints with high accuracy and little room for error.
- ❖ Translated technical instructions into layman terms.
- ❖ Worked with software engineers to ensure accuracy of online help content.
- ❖ Proofread and edited written material and ensured correct grammar, punctuation, and spelling.
- ❖ Completed projects on time and under budget.

Resident Advisor

Florida State University

Orlando, Florida (October 2007 – May 2008)

- ❖ Planned community and other special events for students.
- ❖ Collected information about residents and counseled students.
- ❖ Analyzed data such as interview notes and reference manuals.
- ❖ Resolved resident and public complaints.
- ❖ Evaluated premises for cleanliness.
- ❖ Performed security checks to ensure safety of hall and residents during evening hours.
- ❖ Answered direct calls and greeted persons entering establishment.
- ❖ Performed administrative support tasks and filed and maintained official hall records.

Freelance Editor/Copywriter

WriteWayDesigns.com

Orlando, Florida (June 2005 - Present)

- ❖ Wrote advertising copy.
- ❖ Edited and proofread written material.
- ❖ Ensured correct grammar, punctuation, and spelling.
- ❖ Wrote sales speeches.
- ❖ Used marketing techniques.
- ❖ Used PCs and Macs to enter, access, and retrieve data.
- ❖ Created names for products and wrote the slogans.
- ❖ Identified interests of publication readers and verified investigative information.
- ❖ Reviewed production layouts.

EDUCATION

Florida State University, Tallahassee, FL  
Bachelor of Arts in Music, December 2009