# Brian Christopher Lutz

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## SUMMARY OF QUALIFICATIONS

☐ Technical Writer with six years experience in writing and editing end-user software manuals, online help, tutorials, reports, website content, policies and procedures, proposals, IETMS using MIL-STD, product descriptions and reviews for e-Commerce sites

☐ Secret Security Clearance

☐ Proficient in MIL-STD 40051-1 and -2 with working knowledge of MIL-STD style guides MIL-STD 38784, MIL-PRF 38807, MIL-PRF 87929,
MIL-HDBK, *Government Printing Office Style Guide*

☐ Proficient in Adobe Creative Suite, Microsoft Office 2007, XML, CSS, HTML, Alienbrain version control software, open source software, and myriad desktop publishing, graphics, and website publishing software, including Acrobat Professional, Photoshop, Dreamweaver, RoboHELP, Word, SnagIt, FullShot, Excel, FileZilla, third-party plugins such as Snippet, Arbortext Editor

☐ Working knowledge of WindChill, S1000D, Common Source Database, Microsoft SharePoint, Microsoft Visio

☐ Comfortable with Web, Windows, Mac, Linux operating systems

☐ Strong English grammar skills for clear, concise, and detail-oriented writing

☐ Reliable, creative, self-starting team player and leader with excellent research and communication skills

☐ Consistent delivery of accurate, user-friendly documentation on time and under budget

☐ Proficient in managing multiple projects under deadline

## TECHNICAL EXPERIENCE

☐ Alienbrain, Notepad++, XmetaL
☐ FullShot, SnagIt
☐ Microsoft Office Professional, Visio, SharePoint, Notepad++, Open Office Writer and Draw
☐ FileZilla, XML, CSS, HTML
☐ Adobe FrameMaker, Acrobat Professional, PhotoShop, Dreamweaver, RoboHELP
☐ Arbortext Editor
☐ Finale 2010, Garritan 2010, Overture, Sibelius 6, Logic Studio

## PROFESSIONAL EXPERIENCE

*Technical Writer*
JHT, Inc.
Orlando, Florida (November 2010 – Present)

☐ Communicate with clients to develop Interactive Electronic Technical Manuals (IETMS) for the military
☐ Convert legacy technical manuals for satellite radio installation in military vehicles to new MIL-STD
☐ Edit, update, and proofread manuals using MIL-STD
☐ Write, interpret, and edit raw XML code using Notepad++
☐ Utilize XML and IETM publishing software, including Arbortext Editor
☐ Research and test third-party plugins for Notepad++
☐ Use desktop publishing, web publishing, and graphics programs
☐ Use and test in-house software applications
☐ Coordinate project schedules and efforts with client, subject matter experts (SMEs), and project management

- Contribute seamlessly between team and independent efforts
- Complete projects on time and under budget

*Chief Documentation Editor/Copywriter*
TARGE, Inc.
Orlando, Florida (July 2010 – November 2010)

- Developed online advertising copy
- Developed website content, detailed product descriptions, reviews, and slogans
- Proofread written material for correct grammar, style, standards, punctuation, and spelling
- Wrote and edited sales and informational copy
- Identified interests of target audience
- Researched and verified current market trends
- Completed projects on time and under budget

*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

*Junior Technical Writer*
Loansinteractive.com
Orlando, Florida (June 2007 - May 2010)

- Performed regression and usability software 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
- Coordinated efforts with software engineers to ensure technical accuracy of online help content
- Proofread and edited technical content for correct grammar and consistent styles and standards
- Completed projects on time and under budget

*Freelance Editor/Copywriter*
WriteWayDesigns.com
Orlando, Florida (June 2005 – November 2010)

- Wrote advertising copy, blogs, product descriptions and reviews
- Edited and proofread content for correct grammar and consistent styles and standards
- Created technical documentation including end-user software manuals, training materials, online help, procedure documentation, and IETMs for Department of Defense (DoD), commercial software, and eCommerce clients
- Used Windows PCs, Linux machines, and Macs for different projects
- Designed logos and wrote the slogans and marketing copy
- Researched and verified current market trends
- Reviewed production layouts for web and print copy

### EDUCATION

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