

# AL GEIST

55 Foster Road  
Essex Junction, VT 05452  
Office: 802-872-9190 Cell: 802-578-3964  
E-mail: [al.geist@geistassociates.com](mailto:al.geist@geistassociates.com)

## Summary of Qualifications

Specializing in developing end-user documentation (hardware and software) for audiences ranging from first-time consumers to hardened engineers and developers. Products include Help, Operation and User Manuals, Installation Guides, Reference Guides, Training Materials, Specification Sheets, White Papers, Grant Applications, Marketing Communications, and Funding Proposals. Single-sourcing and web development (design and content) experience, excellent communication skills, and local to Vermont.

## Technical Skills

<b>Graphic Design</b>	Adobe Photoshop and Illustrator; CorelDraw Graphics Suite, Image scanners (flat artwork, prints and transparencies), raster/photo image manipulation, vector-based graphics	10+ Yrs
<b>Business Systems</b>	Microsoft Office (Access, Word, Excel, PowerPoint and Project), WordPerfect Office, ACT!, Quicken/QuickBooks, Dragon Naturally Speaking	10+ Yrs
<b>Print Production</b>	Adobe PageMaker, InDesign, FrameMaker (with SGML), Acrobat and Microsoft Publisher, electronic pre-press file preparation	10+ Yrs
<b>Platforms, Programming Languages</b>	MS-DOS, Windows (3.1 through XP Pro), Mac OS, UNIX, Pascal, Fortran, VAX Assembly, Peer-to-Peer (Windows 98, XP Home and XP Pro) and Client/Server networks (Windows NT4.0 and 2000), Citrix, Symantec PC Anywhere, FTP	10+ Yrs
<b>Broadcast Production</b>	Sony MiniDV and Beta SP, Pinnacle Studio DV editor, Adobe Premier, Apple QuickTime, Real Audio/Video, AVI/WMV media	10+ Yrs
<b>Web Design - Online Help</b>	Macromedia Dreamweaver, Fireworks and RoboHelp, Microsoft FrontPage, HTML 4.0 (Hand Coding), CSS (Cascading Style Sheets), Search Engine Optimization, Quadralay Webworks Publisher, ComponentOne Doc-To-Help, XML, ADA Section 508 Compliancy	10+ Yrs
<b>Internet Browsers</b>	Internet Explorer, Netscape Communicator, Mozilla, Opera	10+ Yrs
<b>Photography</b>	Digital and 35 mm film, Lighting and Set Design, BW and Color film processing and printing	10+ Yrs

## Professional Experience

### *Corporate:*

**SUSS MicroTec**, Waterbury Center, VT

Technical Publications Manager/Sr. Technical Writer (Direct Contract)

<http://www.suss.com/>

2006-Present

- Manage technical publications effort, including personnel resources, scheduling, creating content styles, and templates
- Develop hardware/software document for complex microelectronic manufacturing systems

- Creating next-generation (web-based and single-sourcing) development process designed to reduce product development time while increased clarity, accuracy, and usability.

**Efficiency Vermont**, Burlington, VT (through The Technical Connection, Burlington, VT)

Technical Writer/Online Help (Consultant)

[www.encyclopedia.com](http://www.encyclopedia.com)

2005-Present

- Used Doc-to-Help to develop reference guide and Help for Knowledge-Based Information Technology Tool (KITT), an innovative energy efficiency program developed by the Vermont Energy Investment Corporation.
- Developed training aids for KITT Plus.

**IBM**, Burlington, VT (under contract through CTG, Inc.)

Technical Writer/Editor (Contract Position)

[www.ibm.com](http://www.ibm.com) or [www.ctg.com](http://www.ctg.com)

2006

- Used FrameMaker to edit, format and prepare for publishing (electronic and print) detailed design manuals and technology evaluation reports for advanced microelectronic devices.

**Lectrosonics, Inc.**, Albuquerque, NM

Media Producer/Webmaster/Technical Writer

[www.lectrosonics.com/](http://www.lectrosonics.com/)

2004-2005

- Designed corporate website resulting in 200% increase in traffic within six months.
- Implemented new documentation process reducing waste by 50%.
- Created B2B and B2C marketing materials integrating the Internet, marketing CD-ROMs, and printed product brochures into a cohesive message as part of corporate branding campaign.

**BLM-Alaska** (under contract through Remtech Services, Inc., Littleton, CO)

Technical Writer

2002-2003

- Refocused development of web-base Help and associated printed user guides for large spatial database management system to ensure product delivery schedules were met.

**Freelance:**

**Geist Associates**

1984-2008

*Geist Associates is dedicated to independent creative projects and is used to provide income between regular employment*

- Award winning video field producer.
- Published author, professional photographer.
- Web developer (sites ranging from on-line art galleries to Native American cultural events).

**Awards**

- 2003 Goldie Award (Producer), Alaska Broadcasters Association.
- 1986 Chuck Keim Award for Excellence in Magazine Journalism.
- Federal Information Systems Security Awareness Certified.

**Education**

- **BA Journalism**, University of Alaska Fairbanks. (Minor, Computer Science).