

Judy Lemke's Resume

I am a writer who thinks visually and is skilled at combining simple, effective prose with good-looking graphics to effectively convey a message.

I have more than ten years of experience as a writer, designer, trainer, and project manager. I have written, edited, designed, proofed, and created art and animation for the following material in print, online, and on the Web:

- Marketing articles, case studies, solution studies, datasheets, demo scripts, and evaluation guides
- End-user and developer software manuals, online help, tutorials, and training manuals
- Technical articles and white papers
- Third-party software books (most recent: Visio 2003 Step by Step)
- Proposals, style guides, project plans, and documentation plans

In addition to my honed interviewing and writing skills, which enable me to gather and communicate information effectively, I bring the following to my projects: years of valuable experience, technical expertise, domain knowledge, project management skills, problem-solving skills, and excellent communication abilities.

My clients include Microsoft Corporation, Microsoft Press, Visio Corporation, Resources Online, Wordware Publishing, Inc., Perfect Copy & Print, PhotoDisc, NextLink Communication, Inc., Teletronics, Inc., Inteliant Corporation, Softworld Services, City of Kent, Lux, and Group Health.

A portfolio list, portfolio items, and more references are available upon request.

Experience

DBA Deepblue Communication/JudyLemke.com

UBI #: 601-603-433

Microsoft vendor #: 1113832

Seattle, WA

1996 to present

Owner, technical writer, designer, and trainer

Manage and market a versatile, sole-proprietor writing business. Write marketing collateral, third-party books, user guides, training manuals, tutorials, evaluation guides, online help systems and so on for clients. Coordinate all editorial aspects of documentation deliverables: project management, scheduling, research, and writing. Develop training curriculum. Provide training on Microsoft Office Visio products. Service and maintain small business computers. Design technical drawings and animate online tutorials.

Visio Corporation

Seattle, WA

1993 to 1996

Senior technical services engineer

Provided technical support for Visio end-users and Microsoft Visual Basic software developers. Wrote and designed procedural software documentation for Fax On Demand service, internal Visio training materials, and internal Customer Service manual. Trained employees in the US and Ireland offices to use and troubleshoot Visio products and managed internal ongoing training for technicians. Assisted with the management of the US and Ireland Technical Support relationship and trained new technicians in the Ireland office.

Aldus Corporation

Seattle, WA

1990 to 1991

Technical services engineer

Provided technical support for PageMaker end-users.

Education

UW-Madison (Madison, WI USA); BS in Art; Emphasis in Computer Graphics.

“ Judy does excellent work, always, end of story. ”

Jan Bultmann

User Assistance

Manager

Visio Corporation

“ Judy is a seasoned, professional technical communicator and project manager who has handled a wide variety of complex projects. She's a technical editor's dream writer. I'd work with her again anywhere, anytime. ”

Beck Andros

Technical Editor

Microsoft Corporation

Communication and Design Skills

- Writing, editing, and proofing
- Document design, page layout, technical diagramming, and animation
- Audience, usability, and task analysis
- International relations

Software Expertise and Programming Experience

- Visio
- Word, Excel, PowerPoint, Access, and Project
- PageMaker and FrameMaker
- FrontPage, Photoshop, and Flash
- Visual Basic and HTML

Domain Knowledge

- Documentation, design, animation, and training
- Technical diagramming
- Networks, databases, and the Internet

Professional Associations and Awards

- Society for Technical Communication (STC)
- STC award for the Visio 5.0 Technical Evaluation Guide
- STC award for the Discover Visio 5.0 training manual