

Brian P. Day

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Professional Summary

Senior Technical Writer and Project Specialist with 20+ years' experience documenting software, hardware, firmware, and IT infrastructure technologies. Interacts closely with technical staff, management, and executive leadership to write accurate and user-friendly documentation. Manages multiple projects with a successful record of on-time delivery. Up-to-date on leading software tools. Professional with outstanding communication skills.

Expertise

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|------------------------|---------------------------|-------------------|---------------------------------|
| • Technical Manuals | User Guides | Data Sheets | Online Help |
| • Web Site Development | Instructional Development | Patch Management | Disaster Recovery |
| • Business Continuity | Project Management | IT Infrastructure | Configuration Management |
| • Semi-Conductor | Hardware/Software | Mil-Spec | Software Development Life Cycle |
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Tools

Proficient in Microsoft Suite of products that include Word, Excel, Power Point, Outlook, & SharePoint 2010. Expert level in Acrobat, MS Word, Visio, HTML, Snag-it. Solid experience in RoboHelp, FrameMaker, Camtasia, and other Web media.

General Atomics Aeronautical, Poway, CA

Sr. IT Technical Writer (*Hired full-time from Consultant*) 01/09 – Present

- Document IT production applications, servers, and data center systems to support the company's drone reconnaissance Unmanned Aircraft Vehicle (UAV). Developed documentation process controls, style guide, templates, and Enterprise Technical Documentation Center.
- Use SharePoint 2010 & Designer to create site collections and administer an enterprise-wide documentation repository. This corporate document center houses all IT Team (Windows, UNIX, Telecomm, Applications, Data Security, and Desktop Support) documents, policies, procedures, architecture diagrams, run guides, and vendor technical books.
- Work with Window/UNIX Admins, Business Analysts, Developers, etc. in documenting their critical systems and applications. Key support individual for Disaster Recovery efforts.
- Supports two primary business campuses and three remote facilities with documentation tasks. Primary tools and platforms used: MS Word 2010, MS Visio 2010 Professional, Acrobat, Snag-it, SharePoint 2010.

Triad Financial, Huntington Beach, CA

Sr. Project Analyst (*Hired full-time from Consultant*) 01/08 – 07/09

- Managed Database Architects and .Net Developers to create an enterprise equipment inventory and application database designed to capture all components, devices, servers, and warranty information within the IT infrastructure.
- Analyzed IT infrastructure documentation needs to create internal procedures that standardized processes and application deployment practices.
- Used MS Visio to create portfolio application diagrams and overall system architecture diagrams to show dependencies. Visited remote SunGuard business continuity facilities to document call center transition process.

Option One Mortgage Corporation (OOMC), Irvine, CA

Sr. Technical Writer/Editor (*Hired full-time from Consultant*) 02/03 – 10/07

- Wrote a Sarbanes/Oxley (SOx) 404 Process Guide and developed a comprehensive Enterprise Application Catalog (Taxonomy) for the Information Technology (IT) department that features every application within OOMC's portfolio.
- Worked with Developers, Technical Architects, and Business Process Owners to create highly detailed Visio flowcharts showing data movement and business processes for Loan Origination, Loan Processing, HR, PeopleSoft, and all Corporate System applications.
- Developed a Patch Management Deployment Document that details how to deploy patches on development, test, and production servers.
- Wrote numerous internal procedures for custom software applications.
- Administered internal and external Web sites using Day Communiqué Content Management System (CMS) and Dreamweaver web development tools. Conducted classroom training of new web authors.

Brian P. Day (*Continued*)

Skyworks Inc., Newport Beach, CA

Sr. Technical Writer (*Contract*)

03/02 – 11/02

- Wrote data sheets and electrical interface design guides for the cellular systems group. These documents described pinouts, functionality, and interfaces for dual/tri-band GSM/GPRS handsets, baseband processors, and hybrid mixed signal devices.

Microtune, Inc., San Diego, CA

Sr. Technical Writer (*Contract*)

11/01 – 03/02

- Wrote Data Sheets, Firmware SDK User Guides, product marketing literature for a wireless chip manufacturer that features low-cost Codec, 802.11B, and Bluetooth chip solutions.

Gateway Computers, Lake Forest, CA

Sr. Technical Writer (*Employee*)

10/00 – 09/01

- Wrote system manuals, CD instructions, quick reference guides, assorted poster materials, and educational materials for Gateway servers and consumer computers. Prepared manuals and documents using FrameMaker and SGML. Output media was hard copy bound manuals, PDF, and HTML formats. Acted as pre-press coordinator and editor to review final documentation blue line copies from print vendors.

SageTree, Inc., Irvine, CA

Technical Writer (*Contract*)

03/00 – 09/00

- Wrote a user manual for a web portal-based data warehousing application. Development platform includes: MicroStrategy, Viador, and Informatica.

Conexant Systems, Inc., Newport Beach, CA

Technical Writer (*Contract*)

10/97 – 12/99

- Wrote firmware and software data sheets, designer's guides, and hardware descriptions for the semiconductor industry. Developed board-level and ASIC-level user manuals, product briefs, and assorted marketing literature for single chip fax engines, fax modems, and CMOS imager technology. Interfaced with Product Application Engineers on a daily basis. Developed online help for the Brother Multifunction Peripheral (MFP) printer.

Wonderware Corporation, Irvine, CA

Technical Writer

07/96 – 09/97

- Wrote software and programming reference manuals using Microsoft Windows-based tools. Developed online help files using RoboHelp and Adobe Acrobat Authoring tools. Worked with translation linguists to localize English user manuals into French, Italian, Spanish, and German languages.

Lockheed Aircraft Service, Ontario, CA

Engineering Writer

12/90 – 07/94

- Developed maintenance manuals for modified C-130E SOF airplanes using MIL-STD 38784 and ATA 100 specifications. Interfaced with mechanical & electrical engineering personnel to develop Technical Supplements to maintain and update airplane configuration data for basic manuals. Utilized Interleaf desktop publishing software.

Previous Experience

STV/Sanders & Thomas Engineering, Pottstown, PA

Technical Writer – Trainer

09/88 – 12/90

A & T Technical Services, Inc., New London, CT

Field Engineer

07/83 – 07/88

United States Navy - USS Saipan (LHA-2)

Radioman Second Class (E-5)

07/79 – 07/83

Education

Montgomery Community College, Blue Bell, PA (Studies in English & Engineering)

Numerous professional development courses in Web Development

Certificates

Instructor Training levels I & II, Pottstown, Kansas City, MO

RoboHelp - WinHelp Office, Irvine, CA

FrameMaker - OCSTC Training Services, Irvine, CA

SharePoint 2010 Levels I & II, Irvine, CA

Memberships

Orange County Society for Technical Communications (OCSTC)

Webmaster/Media Editor - Californiabass.org