

David Hovey

(408) 489-3592

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Objective

I am a Technical Writer and Illustrator seeking employment opportunities within a dynamic organization. I develop and produce concise, relevant, and useable product documentation by combining words and images with the goal of informing and enabling multiple audiences.

Technical Skills

- Adobe FrameMaker, Illustrator, InDesign, Lightroom, and Photoshop
- Graphic Design, Technical Illustration, Photography, and Drafting
- Microsoft Office 2003, 2007 and 2010 (includes Word, Excel, PowerPoint, Visio, and Outlook)
- Microsoft SharePoint 2003, 2007 and 2010 HTML and WYSIWYG editing tools
- Confluence Wiki Markup and WYSIWYG editing tools
- Snagit screen capture tools
- Documentum Web Publisher
- Microsoft Visual SourceSafe (VSS)
- Google Docs, Slides, Sheets, Drive, and Sites
- Knowledge of HTML and XML languages
- Adobe Acrobat Pro
- General knowledge of DITA concepts

Professional Experience

Technical Writer (Vendor Position)
Google, Inc.

March 2014 to Present
Mountain View, CA

- Support Logistics, Manufacturing, and Operations teams by authoring, editing, and revising documents that support both aerial and ground level imaging systems used for Google Maps. Documents include: data specification sheets, assembly and manufacturing procedures, testing procedures, operation manuals, troubleshooting guides, and field repair guides. Documents are authored using Google Docs and Slides then stored and organized into a Google Drive repository.
- Photograph imaging equipment and step-by-step assembly procedures. Photos are enhanced using Adobe Photoshop and Lightroom then incorporated into documents.
- Create technical illustrations of equipment.
- Create flow diagrams of processes and procedures.
- Collaborate with Field Technicians, Mechanical Engineers, Logistics Coordinators and Managers, Compliance Engineers, Manufacturing Engineers, Technical Program Managers, and Program Managers.

Technical Writer and Editor
The Mosaic Company

September 2013 to January 2014
San Ramon, CA

- Edited and updated Instructor Led Training (ILT) and Web Based Training (WBT) educational programs for Pacific Gas & Electric's Academy School.
- Edited and updated PowerPoint slides that accompany ILT courses and scripts that accompany WBT courses.
- Collaborated with Instructional Designers, Senior Instructional Designers, and Senior Learning Specialists.

President (Elected Position)
STC Silicon Valley

July 2013 to Present
Santa Clara, CA

- Lead monthly chapter meetings and manage chapter Twitter and MailChimp accounts
- Provide leadership and vision for chapter moving forward.
- Collaborate with chapter Vice President, Program Manager, and Treasurer.

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Technical Writer
Marvell Semiconductor, Inc.

November 2012 to August 2013
Santa Clara, CA

- Updated and maintained customer and internal facing documents supporting Marvell's Data Storage products. Documents included: specifications, registers, and other technical support materials. All documentation was produced using structured Adobe FrameMaker 8 and Microsoft Visio 2007.
- Established conditional text strategies for different customer requirements, calculated default values for register tables, and updated technical diagrams and graphics.
- Created and maintained production files containing document variables and conditions. Ran production scripts to format, paginate, set conditions, and produce Portable Document Format (PDF) files for document control.
- Prepared standalone FrameMaker chapters for integration into larger FrameMaker books.
- Collaborated with Senior Technical Writers and Technical Communications Manager.

Technical Writer (Contract Position)
Cisco Systems, Inc.

March 2012 to October 2012
San Jose, CA

- Wrote and edited supporting documentation for Cisco's Smart Care products. Documentation projects included: release notes, partner/customer installation guides, and user guides. Produced all documentation using Adobe FrameMaker 7.2 and Snagit 11 screen capture tool.
- Built an entire wiki collaboration site from scratch to provide support for entire Smart Care Next Generation (SCNG) and 1.x project teams. Wikis included tables, diagrams, and tabs for easy navigation.
- Wrote complete user guide on how to use the wiki site.
- Assisted change management team with coordination and scheduling of engineering documents.
- Collaborated with Program Managers, Agile Scrum Master, Project Managers, and Senior Technical Writers.

Technical Writer (Contract Position)
VMware, Inc.

July 2011 to January 2012
Palo Alto, CA

- Assisted the web marketing team by writing operational support procedures and training modules for VMware employees worldwide learning the Autonomy Interwoven TeamSite Web Content Management (WCM) platform.
- Assisted the web marketing team by documenting web launch processes. Documentation included: web specifications, methodology documents, flow diagrams, and checklists.
- Produced all documentation using Microsoft Word 2007, then converted documents to Microsoft SharePoint 2007 wiki pages. Formatted and edited all wiki pages using SharePoint 2007 HTML and WYSIWYG editing views.
- Collaborated with Web Production Managers, and Director of Interactive Web Marketing.

Education

De Anza College - Cupertino, CA
Certificate of Achievement in Technical Writing

Sacramento City College (classes taught at Intel Corporation) - Santa Clara, CA
DC and AC Theory and Circuit Fundamentals

San Jose State University - San Jose, CA
B.A. in Art with minor in Advertising

Professional Memberships

Society for Technical Communication (STC), Silicon Valley Chapter