

Keith L. Smyth

Senior Technical Writer

Technical Manuals, Technical Specifications, Publications Setup, Framemaker Templates

EXPERIENCE

My 30+ years experience doing start-to-finish electronic hardware/firmware/software technical documentation includes:

- Planning entire document set structures.
- Working with client to determine document format and content level.
- Creating documentation sets that reuse text information efficiently.
- Gathering information by interview and research.
- Writing start-to-finish tutorials, user guides, and reference guides.
- Writing online help.
- Designing and writing quick references.
- Creating page layout and illustrations.
- Primary level, secondary level, and tertiary level indexing.
- Estimating and scheduling documentation tasks.
- Managing printing and binding.

Familiar with several word processor systems - **MS-DOS:** WordStar, WordPerfect 5.1, Word 5.0, and Ventura Publisher. **Windows (95, 98, and NT):** WordPerfect 5.2 and 6.0, Word 6.0 and 7.0, FrameMaker 3.0, 4.0, and 5.1, and 5.5; Adobe Acrobat; ForeHelp, and Doc-To-Help online help generation software. **UNIX:** vi, nroff, FrameMaker 4.0 and 5.1 on Sun Sparc Openwindows. **Graphics/CAD:** GEM Draw; PhotoFinish, PaintShop Pro, PhotoShop5.0, Adobe Illustrator 9.0, CorelDraw 9.0, AutoCAD version 11, DesignCAD 2D, and DesignCAD 3D programs. **Macintosh** experience: Microsoft Word Version 3, MacDraw graphics program.

Technical writing experience includes generation of military and commercial technical manuals on hardware, software, and some ILS data documentation. Documents generated includes Statements of Work (SOW), Site Preparation, equipment installation, equipment operation, maintenance, service, overhaul and training instruction (Product Learning Materials) manuals to the applicable commercial and military specifications, Software documentation, Acceptance Test Procedures and Product Specifications. Familiar with all related technical publications support functions.

Electronics technical writer/instructor experience ranges from the Electronics Warfare field to telephony. Instruction experience includes organizing, conducting and supervising of classes; generation of course outlines, course syllabus, lesson plans, training manuals and training aids.

Materials covered include microwave circuitry and equipment, analog and digital circuitry, test equipment, solid state devices, including SSI, MSI, LSI, VLSI, PLA, PAL and ASIC integrated circuitry and microprocessor controlled equipment.

USAF Electronic Countermeasures (ECM) experience: active/passive systems as a roving Mobile/Field Training Detachment Qualification instructor on Bomber aircraft; Reconnaissance aircraft; the U-2 aircraft Spherics System, RF-4D Phantom aircraft ELRack Reconnaissance System, and RF-4E Phantom aircraft Photo-reconnaissance system.

USAF experience not fully covered in this resume. Details available on request.

EDUCATION

High School graduate.

Graduate of numerous U.S.A.F Technical training courses.

Devised and presented many USAF training courses in Electronic Fundamentals and Advanced Systems Electronic Warfare (Countermeasures).

Continuing training in word processing, desktop publishing, and technical publishing.

Work History

Nextest Systems Corporation, San Jose, CA

2-01 to 7-01 **Senior Technical Writer, Temporary Employee.** Create Site Preparation and Checklist Guides, Installation and Checkout Guides with checklist, physical descriptions, and repair procedures for Automatic Test Equipment (ATE). Software used: FrameMaker 5.5.6 on Windows Me.

Butler International, Milpitas, Ca.

6-99 to 2-01 **Senior Technical Writer, on contract to Teradyne Inc.** Create Site Preparation Guides, Installation and Checkout Guides, functional descriptions, physical descriptions, fault isolation and repair procedures for Automatic Test Equipment (ATE). Software used: FrameMaker 5.5.6 on Windows NT, Canvas 6.0, Visio Technical, and ProEngineering CAD.

Hall-Kinion, Milpitas, Ca.

2-98 to 3-98 **Senior Technical Writer, on contract to Novellus, Inc., San Jose, Ca.** Incorporate, and edit redlines into an Advanced Physical Vapor Deposition tool maintenance manual. Generate outline and preliminary fill for an Advanced Physical Vapor Deposition tool Facility Planning and Installation Manual. Software used: Framemaker 5.5 on Windows NT.

Zen Systems, Inc., Sausalito, Ca.

8-97 to 12-97 **Senior Technical Writer, on contract to Synacom, Inc., San Jose, Ca.** Generate FrameMaker templates for the Synacom Secure A-Key Management System (SAMS), Validator, and Secure A-Key Authentication Center (SAC) manuals. Generate User Guides, Operator manuals on the SAMS, SAC, Validator, and all associated software, as well as hardware Maintenance manuals.

IKOS Systems, Cupertino, Ca.

8-96 to 5-97 **Senior Technical Writer.** Generate interactive CD-ROM Reference and User's Guides on IKOS Simulation/Emulation ASIC and EDA testing Software and hardware Accelerators. Manuals are used by customers, IKOS Application Engineers, and IKOS Customer Application Engineers. Materials covered work with Verilog, and VHDL. Also created some of the FrameMaker templates used. Software used: FrameMaker 5 on SunSparc 5, using Solaris Openwindows.

Applied Technical Resources, Sunnyvale, Ca.

3-96 to 8-96 **Senior Technical Writer, on Contract to KLA Instruments.** Generate Field Service Quick Reference Manuals on Diagnostic Tools Software, and Customer User's Guides on KLA Instrument Photomask and Reticle Inspection Stations. Software used: FrameMaker 5.1 for Windows. Screen grabs made running the application software on a SunSparc 5 workstation.

Ashtech, Sunnyvale, Ca.

5-95 to 12-95 **Senior Technical Writer.** Generate Office Software User's Guide and Reference manuals as well as tutorials on Surveying/Seismic software. Generate Geographical Information System Software Office User's Guide and Reference Manuals, and Doc-To-Help on-line help. Generate text, format final manuals on Global Positioning System Receiver User's manuals, and tutorials. Software used: WordPerfect 5.1 for DOS, Word 6.0 for Windows.

Tech Aid, Sunnyvale, Ca.

10-94 to 5-95 **Senior Technical Writer, on Contract to Ashtech.** Generate Office User's Guides and Reference Manuals and tutorials on Surveying/Seismic software. Generate text, format final manuals on Global Positioning System Receiver User's manuals, and tutorials. Software used: WordPerfect 5.1 for DOS.

Smyth Consulting, Campbell, Ca.

6-94 to 9-94 **Consultant Technical Writer to ESL/NICE.** Generate text, format final manual on Mobile Electronic Intercept/Direction Finding System (truck mounted). Software used: Word 2.0 for Windows, FrameMaker 3.0.

Sequent Associates, San Jose, Ca.

07-93 to 11-93 **Senior Specification Writer, on Contract to 3DO.** Proof, format, and produce manufacturing specifications on ASIC chips in the 3D0 Interactive Multiplayer. Software used: Word Version 3 on the Mac.

Aydin Corporation (West), San Jose, Ca.

04-92 to 03-93
10-91 to 02-92
09-90 to 04-91 **Principal Technical Writer, on Contract.** Generate Mil-Spec manuals on Multiple Threat Electronics Simulator (MUTES) and digital military/commercial radios, High Power Traveling Wave Tube Amplifier system. Software used: Word 5.1 for DOS, Word 2.0 for Windows.

Work History (continued)

Kaiser Electronics, Santa Clara, Ca.

- 08-86 to 07-89 **Principal Technical Writer.** Generate Mil-Spec manuals on aircraft Heads-Up Displays, Cockpit Displays and Display Helmets. Assisted in teaching UNIX, vi and nroff, and UNIX based word processor CrystalWriter.
- 09-80 to 05-81
02-90 to 07-90 **Documentation Engineer.** Generate Test Requirement documents on aircraft Heads-Up Displays, Cockpit Displays. Generate Calibration Maintenance Requirement Summaries. Material prepared in WordPerfect 5.1 for DOS (1990), or draft on typewriter (1980-1981), sent to word processing.

Q-Tech, San Jose Ca.

- 05-86 to 07-86 **Senior Specification Writer, on contract to United Technologies, Chemical System Division.** Prepare, format, and edit Mil-Std specifications on parts, processes and procedures associated with chemicals, explosives, rocket motors and components. Material prepared in draft on typewriter, sent to word processing.

Volt Information Systems, Mountain View, Ca.

- 07-85 to 04-86 **Senior Technical Writer.** Generate Mil-Spec manuals on Naval Submarine Electronic Warfare Equipment. Software used: WordStar on IBM Compatible.

Entechs, Sunnyvale, Ca.

- 09-82 to 11-82 **Technical Writer, on contract to GTE Sylvania.** Generate Mil-Spec manuals on Electronic Warfare Equipment. Generate Mil-Std 490 Specifications, Acceptance Test Procedures on Facility Intruder Detection system. Draft prepared on typewriter, sent to word processing.

Electromagnetic Systems Laboratories, Sunnyvale, Ca.

- 12-82 to 07-85
04-81 to 08-82
05-80 to 08-80
07-74 to 04-76
10-71 to 06-73 **Specification Writer.** Designed and produced commercial test set for Magnetic Heading Detector system. Generated Mil-Std 490 Specifications on Electronic Warfare Equipment. Software used: Word 1.1 on IBM Compatible.
- Senior Engineering Writer.** Generated Mil-Spec and best commercial practice manuals on computer controlled Electronic Warfare Equipment. Material prepared in final format on typewriter, sent to word processing.

Applied Technology, A Div. of Itek Corp., Sunnyvale, Ca.

- 05-79 to 05-80 **Field Operations Instructor.** Plan, develop and present maintenance and operator training courses on computer controlled Electronic Warfare Systems.
- 07-78 to 05-79 **Senior Publications Specialist.** Generate Mil-Spec manuals, Acceptance Test Procedures on the above equipment. Material prepared in final format on typewriter, sent to word processing.
- 08-68 to 10-71 **Senior Engineering Writer.** Generated Mil-Spec or best commercial practice technical manuals on Radar Homing and Warning systems and ground support systems. Also served as Technical Instructor. Material prepared in draft on typewriter, sent to repro-typists.

ARGOsystems, INC., Sunnyvale, Ca.

- 04-76 to 07-76 **Training Supervisor.** Prepared course of instruction for classified computer controlled Electronic Warfare monitoring systems and maintenance diagnostics. Generated course outlines, course syllabus, as well as contractually required documentation and reports. Supervised two instructors. Material prepared in draft on typewriter, sent to repro-typists.

Ampex Corp., Redwood City, Ca.

- 08-74 to 04-78 **Senior Engineering Writer.** Generated manuals on commercial broadcast standards Vido Recorder/Reproducers. Covered SMPTE, PAL, and NTSC standards equipment. Material prepared in draft on typewriter, sent to repro typists.

Vicom, Member Continental Telephone Systems, Mtn. View, Ca.

- 06-73 to 07-74 **Senior Publications Writer.** Generated technical manuals on telephony and telecommunications equipment, including transmit/receiver multiplexers, site line-up and maintenance procedures. Manuals generated to telephony and telecommunications standards. Material prepared in draft on typewriter, sent to repro typists.