

Summary of Qualifications

- ❖ Proven language, writing, and editing skills
- ❖ Ability to meet aggressive deadlines
- ❖ 15 years experience writing and editing fiction, non-fiction, business, technical, and instructional materials
- ❖ Proven graphical design skills

I love words. That's why I've made it my life's work to know how to use them. As a result, I use them well. I can make the complex simple, the dry delicious, and the dull sparkle. In addition, I've picked up a *potpourri* of knowledge and skill in a diverse array of areas related to writing. I've successfully managed teams of creative (and sometimes ornery) people doing difficult and complex work under ridiculous deadlines, and have made it a point to understand how to do every task in the mix. I've driven documentation and multimedia products from concept to completion, done the research, design, and drudge work, managed the projects, created the documentation, and interfaced with SMEs and customers.

Experience

1989-Present **Freelance Writer / Editor / Book Doctor**

- ❖ Published over two-dozen speculative fiction stories in Analog, Amazing Stories, Interzone, Realms of Fantasy and Century magazines, and anthologies from Warner-Questar and Circlet Press.
- ❖ Published four fantasy novels from Baen Books (THE MERI, TAMINY, THE CRYSTAL ROSE, and THE SPIRIT GATE) a fifth novel (MAGIC TIME: ANGELFIRE) from HarperCollins-EOS, and a sixth (MR. TWILIGHT) from Del Rey in 2006. Collaborative projects include: adapting a line of anime novels for TokyoPop, and BATMAN: FEAR ITSELF (Del Rey / DC Comics).
- ❖ Contributed articles on writing to Writer's Digest, Fiction Magazine, The Writer, 1998 Writer's Handbook. Essayist in Creative Circles from Kalimat Press.
- ❖ Designed graphics layouts for CDs and books.
- ❖ Nominated for the John W. Campbell Best New Writer award, Nebula award (awarded by SFWA), and the British Science Fiction Award; included in Locus magazine's Best First Novel and Recommended reading lists.

In addition to publishing under my own byline, I work with aspiring writers, critiquing manuscripts at regional and national workshops and provide mentoring and instructional editing to aspiring writers. In 2004 I established a successful ghostwriting / editing / collaborative business in both fiction and non-fiction, including novels of all genres, screenplays, how-to and self-help books, memoirs.

1987-2004 **Comtrain / Kelly Services, Inc. Nevada City, CA** **Manager of Training Systems Design & Development / Instructional Designer**

- ❖ Designed methodology, pedagogy, user interactions, and instruction for computer-based and web-based training/testing of software skills and soft skills for Fortune 100 customers.
- ❖ Designed graphical user interfaces, graphics, and layouts for multimedia and print.
- ❖ Wrote and edited instructional content in a wide variety of technical and non-technical disciplines, including user manuals and reference guides. Including line editing and copy editing of all materials.
- ❖ Designed marketing collateral and product demos.
- ❖ Managed multiple development teams working on a variety of projects.
- ❖ Worked directly with internal and external customers with responsibility for project requirements and change management at all project phases.
- ❖ Instituted software project management processes and documentation standards that contributed to tracking of software design conventions, ensuring repeatable results.
- ❖ Instituted product design teams to do analysis, planning, and design of product skill sets, pedagogy, and conventions. This enabled us to shorten development and testing cycles, cut down on defects, and forge a cooperative relationship with the QA team.
- ❖ Participated in design and implementation of software lifecycle processes.

Tool Set

Microsoft Office, Access, Visio, and Project, Macromedia Authorware, Dreamweaver, and Flash, Adobe Photoshop, Illustrator, and GoLive, QuarkXpress.