

# CECILIE SCOTT

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<http://members.toast.net/ceciliescott/index.htm>

## Experienced content editor and producer

### Ten years of web design, management, editing, and production from my home office

- Wrote, edited, and produced online content, FAQ sites, interviews, and promotional material.
- Developed standards and procedures to create and update documentation, staff manuals, and help files.
- Designed, coded, and maintained reference and community sites, both internal and public.
- Met multi-level site-building deadlines along with daily update and maintenance requirements.
- Recruited, managed, and trained online staff and volunteers.

## Skills

- Substantive and developmental editing, copy editing, and writing.
- Website development, combining a strong design background with solid HTML experience and an understanding of web design tools and requirements.
- Proficient in Microsoft Word, Excel and PowerPoint, Manila (including MetaData), Adobe PhotoShop, EndNote, Inspiration, Macromedia HomeSite, and several FTP utilities.
- Professional use of Microsoft DocStudio, Adobe Illustrator and Acrobat, Macromedia Dreamweaver and Flash, AutoCAD, and Microsoft FrontPage and Project.
- Recently completed courses in Database Applications (Microsoft Access 2002), Internet Applications (HTML forms, JavaScript, SQL, and ColdFusion), and VisualBasic.Net.

## Web content and design samples

- Frequently Asked Questions - NTL Reference Service: <http://ntl.bts.gov/faq/index.html>
- Help and About files for TRIS Online: <http://trisonline.bts.gov/help.cfm>
- Being Madame X: <http://www.turtledreams.org/madamex-1>
- University of Washington Institute on Aging: <http://depts.washington.edu/geron/>

## Work history

### Copy editor, Linda Werner & Associates, Inc.: March 2005 – present

308 N 80th St., Seattle, WA 98103

Editing client articles directed to IT professionals, with particular attention to logical flow, style guides, product trade marking, cross-document consistency, link checking, text formatting, and machine-translation requirements.

### Website design and editing service: 2000 – present

Clients include Crazy Tiger Institute, University of Washington Institute on Aging, and American Society for Cybernetics.

### Content editor, Netalyst, Inc.: July 1999 – February 2003

Suite 1, 508 Second St., SE, Washington, DC 20003

Independent contractor and direct hire. Responsible for design and content of staff, help, and FAQ sites; team support; and reference-related research, response, referrals, and correspondence for the National Transportation Library, provided by Netalyst, Inc. to the U.S. Department of Transportation (DOT).

Developed and edited a database of more than 400 answers. Wrote online help documents and tracked usage tests and document availability checks for TRIS Online.

### Online community manager, Microsoft Network: March 1995 – July 1999

Independent contractor providing management, design, and content for the Survivors Community on the Microsoft Network (MSN). Founded this community in January 1995 during MSN Beta. Recruited, trained, and supervised a team of more than 40 volunteers to host weekly support and special guest chats and to moderate discussion boards for survivors of cancer, abuse, bereavement, chronic illness, divorce, and

addictions. Monitored all discussion boards and chat rooms. Produced, edited, and solicited content from community members, physicians, researchers, therapists, conferences, and medical writers.

**Adjunct faculty, Antioch University Seattle: 1995 – 98**

"Weaving a Context: Creating Community on the World Wide Web," BA Program, Summer 1998.

"Global Connections in Cyberspace: The Nature and Nurture of Online Presences," BA and MA-WSD programs, Fall 1995.

**Workshop design and facilitation: 1993 – 97**

Whole Systems Design Institute, Antioch University Seattle: "Web Weaving: Designing for and nurturing connection in our online work with staff and peers, clients and managers," 1997.

University of Washington Women's Center class: "The World of Online Communication," 1995.

WSD Institute workshop: "Art of Virtual Communication," 1994.

**Production liaison (MSNNews) and technical support (PSE), Microsoft: 1994 – 95**

Initiated systems for coordinating and tracking technical production of news stories during the launch of the MSNNews in 1995 (contract, through S & T OnSite).

Provided technical support for MS-DOS and PowerPoint in 1994 (contract, through Rho Company).

**Computer lab consultant, Antioch University Seattle: 1991 – 93**

Provided computer support to students and faculty. Designed and facilitated computer orientations and trainings in Microsoft Word, Inspiration, Aldus Persuasion, Claris MacProject, HyperCard, and Microsoft Works (Macintosh platform).

**Drafting manager and designer, Stress Technology and Suberizer, Inc., Bellevue: 1977 – 1990**

Managed computerized drafting department, interviewing, hiring, and training personnel. Responsible for day-to-day leadership and long-term planning for major aircraft projects, steel-building design and construction, and agricultural storage systems design and construction.

## Education and training

MA, Whole Systems Design, Antioch University Seattle, 1993.

BA, Liberal Arts, Antioch University Seattle, 1990.

Continuing education through workshops and classes at Bellevue Community College, BCC Technical Communication program, Richard Hugo House, Flight of the Mind, Pacific Northwest Writers Association, and Crazy Tiger Institute.

## Professional organizations

Society for Technical Communication.

## Recent publications and awards

*The Dos Passos Review*, vol. 2, no. 1, 2005

Finalist, *Mid-American Review* 2004 Creative Nonfiction Contest.

*The Raven Chronicles: This Neutral Air*, vol. 10, no. 4, Special 9/11 Issue (2003).

Second place winner, 2003 PNWA Literary Contest, nonfiction book.