

Dennis S. Dawson

10775 Minette Dr.
Cupertino, CA 95014
Home Phone: (408) 973-0968
Cell Phone: (650) 704-5351
epistomolus@hotmail.com

Experience

December 2004 –
Present

EMC/Documentum, Pleasanton, CA
Principal Technical Writer

Lead writer on a variety of documentation projects aimed at end-user Java developers, including embedded documentation, tutorials, whitepapers, online presentations, and traditional developer guides. Spearheading efforts for implementation of a minimalist approach and use-case based documentation.

- Currently writing and delivering internal live training on the Iterative Development Process for EMC locations worldwide.
- Proposed and implemented department's approach to provide complete and consistent annotation of XML configuration and tag library descriptor files.
- Appointed to EMC's API Working Group, defining and enforcing naming conventions and best practices.

August 2003 –
July 2005

WestEd, San Francisco, CA
Assessment and Standards Development Services

Created and edited standardized test items for assessment tests in Arts and Humanities, Social Studies, and Reading.

Managed a team of four proofreaders, providing quality assurance for standardized test forms. Defined and implemented new procedures to streamline workflow while improving the quality and accuracy of database records. Provided editorial support, building consensus and documenting style policies on a per-project and global basis.

September 1996 –
August 2002

Oracle Corporation, Redwood Shores, CA
Principal Product Manager, Oracle Internet File System, 1999-2002

Wrote sample Java Applications, whitepapers and tutorials to help internal and external consumers of the Internet File System (iFS) understand administration and database development tasks. Prepared and delivered customer presentations and marketing collateral. Coordinated with customers and developers to identify and prioritize product enhancements. Mentored others in the group on presentation and documentation skills.

Principal Technical Writer, JDeveloper, iFS, 1996-1999

Author of the Oracle *iFS Developer's Guide*. Wrote sample code to illustrate key concepts. Reviewed and revised functional specifications. Managed four writers, reorganized and updated developer documentation for JDeveloper 2.0. Created sample Java applications, including a simple but practical re-entrant deployment utility that shipped as part of the mainline product.

May 1997 –
September 1999

Mark Kistler Productions, Inc. Santa Barbara, CA
Associate Producer

Produced "Web Wizards," a series of video roll-ins about the internet, for the public television series "Mark Kistler's Imagination Station." Wrote the companion book, *Mark Kistler's Web Wizards* (Simon & Schuster, April 2000). Lead writer and assistant director for 40 episodes of the Imagination Station, produced May, 1999.

November 1992 –
September 1996

Clarify, Inc, San Jose, CA
Technical Writer

Lead writer, preparing both online and hard copy user manuals for ClearContracts, ClearSales, and the Traveler client/server application. Converted archival copies of manuals to PDF format for electronic distribution. Defined and implemented procedures for backup and recovery of all documentation.

Education

California State University, Fullerton
BA, English

Graduated cum laude, December 1983
President, English Students' Society
Tutored ESL students in grammar and writing skills.
Tutored courses in time management and practical self-development.

Skills

Excellent written, graphic, and oral communication skills.

Toastmasters CC.

Video production skills, including use of cameras, lighting, sound, and editing equipment.

Expert proficiency with the most popular Windows and Macintosh software, including Microsoft Office and Adobe graphics and web production software.

Expert HTML, Javascript, and VRML proficiency. Intermediate Java programming skills. Working knowledge of UNIX.