

Jean B. Farkas

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Summary

Highly experienced technical writer and editor specializing in computer documentation, instructional materials, informational websites, and technical reports and journal articles. Successful project manager. Effective instructor and workshop leader.

Recent Projects

- Currently teach Professional Proofreading and Editing II, Bellevue Community College, Fall 2004 to present.
- Designed the website for Paradigm Communications Group, publisher of inflight airline magazines, June 2005. (Site to be built in-house.)
- Edited instructional materials for the International Training & Education Center on HIV (I-TECH), University of Washington, Fall 2004, Summer 2004, Summer 2005.
- Edited engineering reports for AT&T Wireless, 4-month contract, 2003–2004.
- Edited promotional materials (brochure and website text) for Princeton Financial Insights, Spring 2004, Spring 2002.
- Co-developed instructional materials for teaching web design to speakers of Arabic, June 2003.
- Co-authored a college-level textbook, *Principles of Web Design*, published as part of the Allyn & Bacon Series in Technical Communication, Longman Publishers, 2002. Created 150 graphics for the book, indexed the book, and designed the book's website.
www.uwtc.washington.edu/pwd

Industry Experience

Editor and Documentation Manager, Microsoft Corporation, 1990–1996

- Started as a contract editor, 1990; hired as a technical editor, 1992; promoted to senior editor, 1993; promoted to documentation manager, 1995.
- Managed a group of 12 writers and editors producing the on-line help for Microsoft Access 97. Managed content development for the Answer Wizard in Microsoft Access 95. Served as project lead for on-line help for Microsoft Access versions 1 and 2.
- Edited the book *Microsoft Access 95 Step-by-Step*.
- Managed the User Education team's internal website.

Documentation Manager, Tidemark Computer Systems, Seattle, WA, 1988–1990

- Wrote print documentation for database system for tracking building permits.
- Produced self-running PC-based marketing demos.
- Wrote company newsletter.
- Conducted on-site new user training.

Instructional Designer, Mining Extension Service, West Virginia University, 1980–1983

- Developed instructional materials for coal miners as part of a U.S. Bureau of Mines contract.
- Edited proposals and wrote project reports.

Contract Editor and Indexer, 1975–1980

- Edited and indexed books for various publishers including Princeton University Press, University of Minnesota Press, and American Guidance Service.
- Edited the newsletter for the Texas Tech College of Education and edited materials published by the Texas Tech Home Economics Instructional Materials Center.

Editorial Proofreader, University of Minnesota Press, 1971–1975

- Proofread scholarly books.
- Trained new proofreaders.

Instructional Experience

- Currently teach Professional Proofreading and Editing II, Bellevue Community College, Fall 2004 to present.
- Taught “Technical Editing” (TC 402) in the Extension Division of the University of Washington, Winter 2004, 2003, 1999, 1998, and 1997. Taught “Computer Documentation” (TC 407) in the Extension Division, Spring 1998.
- Taught the ESL component of Managerial Communications and Research Methods (MC511), MBA Program, City University, Bellevue, WA, Fall, 2002.
- Taught web design workshops, Bellevue Community College, WinWriters Online Help Conferences, the University of Washington Engineering Professional Programs, and ACM SigDOC Conference, 1999–2002.
- Presented two guest lectures at the University of Twente, The Netherlands, “Localizing Computer Documentation,” May 2001, and “How Documentation is Produced at Microsoft,” May 1999.
- Presented “Making More Usable Help Indexes,” WinWriters Online Help Conference, Feb. 1997.
- Taught Advanced Technical Writing (TC 331), UW Distance Learning, 1985–1988.

Community Service

- Member, Religious Practices Committee, Temple Beth Or, Everett, 2004–present.
- Member, City of Lake Forest Park Web Team, 1999–2003. Team developed the original design for the website, launched the site, and helps the City maintain and update the site.
- Volunteer ESL instructor, Shoreline Community College, Level 1 Class, Spring Quarter, 2002; Business and Computers for ESL Students, Summer Quarter, 2002.
- Volunteer mentor and job counselor, YWCA Displaced Homemaker’s Program, Lynnwood, WA, 1998–1999.
- Board member, Friends of Science Education (FOSE), Shoreline School District, 1993–1998. Wrote and edited the FOSE newsletter, 1993–1996. Co-managed the judging for SLIC, the district's annual science fair, 1994–1998.
- Manager, Girls’ Soccer Team, Shorelake Soccer, 1989–1991.
- Member of the Scholarship Committee, Society for Technical Communication, Seattle Chapter, 1988–1991.

Degrees and Certificates

- Certificate in Teaching English as a Second Language, December 2001, School of Teaching English as a Second Language, Seattle, WA
- M.S. in Journalism (with minor in Technology Education), December 1984, West Virginia University, Morgantown, WV
- B.A. in English, June 1968, University of Rochester, Rochester, NY

Publications

- Co-author, *Principles of Web Design*, The Allyn & Bacon Series in Technical Communication, Longman Publishers, 2002.
- Co-author, “Guidelines for Designing Web Navigation,” *Technical Communication*, Vol. 47, No. 3 (Third Quarter, 2000).
- Co-author, “Manuscript Surprises: A Problem in Copy Editing,” *Technical Communication*, Vol. 28, No. 2 (Second Quarter, 1981).

Awards

- Received various awards from the Society for Technical Communication for the documentation of Microsoft Access, 1991–1996.
- Received the award for Distinguished Technical Communication at the 29th International Technical Communication Conference, Boston, May 1982, for the article “Manuscript Surprises: A Problem in Copy Editing.”

Computer Expertise

Microsoft Windows XP, Microsoft Office applications (Word, Excel, Access, and PowerPoint), Macromedia StudioMX, Microsoft FrontPage, HTML, Adobe Photoshop, JASC Paint Shop Pro. Easily master new computer technologies.

References

Available on request.