

JOSHUA J. MCGEE



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Summary of Qualifications

Experienced, audience-oriented technical writer with experience in writing and designing engineering and software instructions.

Education background includes professional and technical writing with an emphasis in business management and marketing. Skilled with a plethora of computer knowledge including Adobe's Creative Suite, Microsoft Office, and Solidworks.

Work Experience

Drafter/Technical Writer for Cover-Pools Incorporated

Dec. 2008–Present

- Created 3D assemblies, parts, e-drawings, and architectural clipart in SolidWorks
- Designed, wrote, and illustrated instruction manuals using InDesign, Illustrator, SolidWorks, and Photoshop
- Created wiring diagrams, manufacturing instructions, and engineering drawings to enhance accuracy in the manufacturing process
- Collaborated with engineers, document support, manufacturing managers, sales department, and marketing department to maintain standards of accuracy and usability
- Coordinated with printer, marketing director, and engineers to create a workflow, set of instructions, and templates for printing custom artwork on pool cover fabric
- Redesigned the instructions to improve readability and usability
- Established style guide criteria to maintain consistency between documents
- Created patent drawings

Freelance Writer

Jan. 2008–Present

- Wrote tutorials, fact sheets, and articles for ehow.com and other websites
- Wrote and edited web page copy
- Audited and redesigned web pages to improve usability

Technical Writer and Illustrator for ICON Health and Fitness, Inc.

Apr. 2007–Dec. 2008

- Designed, wrote, and illustrated instruction manuals using Quark, Freehand, Photoshop, and SolidWorks
- Designed and conducted eight usability tests that resulted in improvements to the product and instruction manuals
- Wrote copy for a marketing sales guide
- Edited colleagues' work to ensure accuracy

Assistant Manager and Training Supervisor for Jeranbi Incorporated (McDonald's)

1997–2000, 2002–2007

- Developed and supervised a training program for four stores
- Created an automatic scheduling program in Excel

Education

Utah State University

May 2008

BS English: Professional and Technical Writing with a minor in Marketing.

- 3.98 Major GPA, 3.77 Cumulative GPA while working full-time
- Volunteered as an STC public relations officer and *Synopsis* staff writer
- Redesigned USU's Engineer's Without Borders website using Dreamweaver and HTML
- Created, redesigned, and edited various online and print documents including proposals, tutorials, detailed reports, marketing materials, rhetorical analyses, rapid prototypes, research papers, essays, and book manuscripts

Computer Skills

- Adobe CS-CS4: Photoshop, InDesign, Dreamweaver, Illustrator, Premiere, Flash, Lightroom, Soundbooth, Acrobat
- Microsoft Office: Excel, Access, Power Point, Word
- Operating Systems: Windows 3.11–Vista, OS X
- Other: SolidWorks, HTML, CSS, Quark, Freehand, MovieMaker