James Barakaat MTSC
(Master of Technical and
Scientific Communication)

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Technical Writer/Editor

US Navy veteran, and former University Professor, detail-oriented, and skilled at producing, organizing, and managing technical writing and editing processes to ensure optimum quality checks for the organization, content, technical accuracy, and style of various technical documents.

Professional analysis and design, of technical documentation:

1. Perform front-end analysis where the purpose and intended users are determined.
2. Gather the information from proposals, drawings, handbooks, SME interviews, etc.
   (Specific technical expertise may be important depending on topic.)
3. Organize the information to determine what should be included to support the purpose of the documentation design for intended users.
4. Perform a usability test of the documentation.
5. Publish the document.

Experience

Date / Position	Description
01/99 to Present James Graves and Associates Chicago, IL and Louisville, KY	Ex US Navy Electronics Technician and University Professor. Provided Technical Writing/Editing, Instructional Design, Proposals, and Information Technology and Engineering Systems writing/editing and documentation services for a wide variety of clients as follows:
03/22 to 06/22 Technical Writer/Editor Shepherdsville, KY	JOM Pharmaceuticals – Assigned by V-Soft to write, update, and edit documentation for new Warehouse Information Management System
09/21 to 12/21 Technical Writer/Editor Charlotteville, VA	Emerson Automation – Assigned by Artech to write and edit Machine Automation Solutions Technical Manuals that includes operation, maintenance, troubleshooting, and repair for maintenance engineers and technicians.
07/20 to 03/21 Consultant - Technical Writer/Editor Louisville, KY	Siemens Mobility - Assigned by Ampcus on contract to organize and manage, write and edit Application Guides, Test Procedures, Release Bulletins, Operation, Repair and Maintenance manuals for Grade Crossing Protector systems for railroads.
01/20 to 03/20 Technical Writer/Editor Louisville, KY	Humana by - Assigned by LanceSoft to work with Core Process Owners and Process Improvement team to create, maintain, and update Policies and Procedures, and Training.
10/16 to 01/20 Essay Rater – Princeton, NJ	Performed constructed-response scoring to evaluate samples of students, written short answers or essays for Education Testing Service.

11/01 to 06/11 University Professor, online: Composition, Technical and Business Communication. **Temporarily disabled – eye injury.**	Facilitate online Composition, Technical, and Business Communication courses including editing standard English grammar and mechanics, correct spelling, and research as well as coherence and correctness in written communication as per APA. University of Phoenix (five years), City Colleges of Chicago (one year), and Kaplan University (three years).

Other Technical Writing Experience

Wrote Proposals, Training and User Guides, Operation, Maintenance, Troubleshooting, and Repair for Electronics, Electrical, Electro-mechanical, Mechanical, and Computer Systems (HW and SW) for various companies as follows: ●Profile Systems, LLC in Merrillville, IN ●Homeland Security. Public Safety Communications, Inc., South Holland, IL ●CNA Insurance Companies, Chicago, IL ●Bank of America, Chicago, IL ●Northern Trust Company, Chicago, IL ●Medsite: E-commerce Web Design Company, New York City ●Universal Access, Inc., Chicago, IL ●All State Motor Club, Arlington Heights, IL ●OpenPort Technology, Chicago, IL ●ABN-AMRO Bank, Chicago, IL ●Trimark Technologies, Chicago, IL ●Springfield International Investments, Chicago, IL ●The Management Information Systems Technical Support (MISTS) Team at Wright-Patterson Air Force Base, OH ●Technical Training Analyst, Xerox Corporation, Rochester, NY ●Technical Instructor for Saudi Arabian Airlines, Jeddah, Saudi Arabia.

Related Technical Experience

●Chief Instructor Taught - Electricity/Electronics with staff of five instructors at private technical school. ●Computer Systems Field Engineer for Mainframe Computer Systems maintenance and repair for corporate field service organization. ●Senior Electronics Technician - Designed, built, and maintained test equipment for physics lab of major university. ●Built, tested, and maintained digital electronic prototypes for Applied Research Division of major manufacturer. ●Radar/Communication Technician for digital telecommunication systems maintenance and repair for U.S. Air Force contract at Strategic Air Command (SAC), Bellevue, NE. ●Radar and Communication Technician for systems maintenance and repair, U.S. Air Force contract, Alaska.

Education

MTSC Degree – Master of Technical and Scientific Communication: Computer Information Systems
   Miami University, Oxford, OH
BS Degree – Business: Management Information Systems and Accounting
   SUNY Empire State College, Saratoga Springs, NY
AOS Degree – Computer Programming
   Bryant and Stratton Business Institute, Syracuse, NY
Diplomas – Electrical and Electronics Technology
   U.S. Navy and Cleveland Institute of Electronics

Certificates

●Methods of Teaching and Instructional Design - Northern Illinois University, DeKalb, IL ●Writing Winning Proposals – Udemy ●Microsoft Certified System Engineer (MCSE), Harper College, Palatine, IL ●Project Management for IT Professionals – SkilPath ●ORACLE: Database Modeling and Database Relation Design; SQL and PL/SQL, and Database Administration, Harper College, Palatine, IL.