

James Barakaat, MTSC
(Master of Technical and Scientific Communication)
Technical Writer/Editor and Proofreader

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Summary

Ex-US Navy Electronics Technician and former University Writing Professor, skilled at producing, organizing, and managing technical writing, training, editing, and proofreading for the organization, content, technical accuracy, and consistent style of technical documentation.

Accepts senior-level systems Technical Writer/Editor and Proofreader assignments to write, organize, and manage Information Technology Systems and Engineering Systems documentation for Installation, Operation, Maintenance, Troubleshooting, and Repair, and/or Training for Internet/intranet viewing and/or print. Experienced with engineering, research, aerospace, finance, insurance, military, government, education, and software development organizations.

Experience

01/99 to Present. Consultant – Technical Communication, Chicago, IL and Louisville, KY

James Graves and Associates - Technical Writing/Editing, Instructional Design, Proposals, and Information Technology and Engineering Systems documentation services for a wide variety of clients as follows:

03/23 to present. Senior Technical Writer – Remote in Louisville, KY

TISTA Science and Technology Corporation of Rockville, MD – assigned to US Department of Veterans Affairs contract to manage all information systems documentation. It includes writing, editing, and proofreading technical documentation such as user guides, SOPs, and other information systems manuals. Manage documents on SharePoint sites and other online resources. Gather feedback from customers, designers, and SMEs to improve technical documents.

03/22 to 06/22. Technical Writer/Editor – Remote in Louisville, KY

V-Soft Consulting, assigned to JOM Pharmaceuticals of Shepherdsville, KY to write, update, and edit documentation for the new Warehouse Information Management System.

09/21 to 12/21. Technical Writer/Editor – Remote in Louisville, KY

Artech LLC, assigned to Emerson Automation of Charlottesville, VA to write and edit Machine Automation Technical Manuals that included operation, maintenance, troubleshooting, and repair for maintenance engineers and technicians.

07/20 to 03/21. Technical Writer/Editor – Remote in Louisville, KY

Ampcus, Inc., assigned to Siemens Mobility of Louisville, KY to organize and manage, write, and edit Application Guides, Test Procedures, Release Bulletins, Operation, Repair and Maintenance manuals for Grade Crossing Protector for railroads.

01/20 to 03/20. Technical Writer/Editor – Remote in Louisville, KY

LanceSoft, Inc., assigned Humana of Louisville, KY 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 – Remote in Louisville, KY

Education Testing Service of Princeton, NJ – Performed online constructed-response scoring to evaluate samples of students, written short answers and essays.

11/01 to 06/11. University Professor of Composition, Technical and Business Communication – online

University of Phoenix (five years), City Colleges of Chicago (one year), and Kaplan U (Purdue Global) (three years) - Taught online Composition, Technical, & Business Communication courses including editing standard English grammar. I resigned because I was temporarily disabled due to eye injury and eye operation.

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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 Writer and Training Analyst, Xerox Corporation, Rochester, NY ●Wrote General Electric Proposals for McDowell Co., Syracuse, NY ●Wrote technical manuals for two helicopter training panels for US Army.

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, evaluated, and maintained digital electronic prototypes for Applied Research Division of major manufacturer. ●Radar and Communication Technician for systems maintenance and repair, U.S. Air Force contract, Alaska. ●Transmission Engineer for digital telecommunication systems maintenance and repair for U.S. Air Force contract at Strategic Air Command (SAC), Bellevue, NE. ●Technical Instructor for Saudi Arabian Airlines, Jeddah, Saudi Arabia.

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
Project Management for IT Professionals, SkilPath; Writing Winning Proposals, Udemy
Microsoft Certified System Engineer (MCSE), Harper College, Palatine, IL
ORACLE: Database Modeling and Relation Design; SQL and PL/SQL, and Database Administration
Harper College, Palatine, IL

Technical Writing Samples – <https://JamesGraves.com/TWSamples.zip>
