

STACEY SCHIFFERDECKER

schiffds@cox.net
4016 E. 52nd Pl.

(918) 747-2431/381-5450
Tulsa, OK 74135

CAREER SUMMARY

Technical writer and editor with 18 years experience in a variety of styles and formats, including proposals, informational and marketing newsletters and brochures, technical reports, user manuals, and training documents. Able to write for a variety of audiences, meet deadlines, produce quality documents under pressure, and communicate effectively in a team environment while working independently.

PROFESSIONAL EXPERIENCE

Children's Minister

New Haven United Methodist Church, Tulsa, OK. July 2000 - present. Write monthly newsletter. Write curriculum and lesson plans. Research and write policy and procedure manuals. Write and produce brochures. Conduct training and planning meetings. Update church website. Recruit, coordinate, and train volunteers. Research and plan activities and events, including large-scale outreach events. Develop electronic slide shows. Write press releases and other marketing materials.

Public Relations/Computer Instructor

New Haven Day School, Tulsa, OK. September 2000 - July 2004. Designed, wrote, and produced newsletters and brochures. Developed school website. Developed school computer lab, including selecting and setting up the hardware, selecting software, writing lesson plans, and teaching classes. Developed electronic slide shows. Developed and organized graphics library.

Technical Editor

Environmental-Engineering Management, Tulsa, OK. February 1999 - February 2001. Wrote and edited winning proposals. Edited environmental reports, standard operating procedures, training manuals, emergency management plans, and other technical reports. Developed appropriate formats and designs for documents. Helped develop project management procedures. Created PDF versions of documents. Worked with project managers and graphic artists. Incorporated graphics. Organized graphics library.

Technical Writer/Trainer

AMS Rating Services, Bolivar, MO. July 1989 - February 1999. Designed, wrote, and edited user and training manuals, installation guides, reference cards, newsletter articles, brochures, and marketing pieces. Designed and wrote on-line tutorials and demo disks. Worked with teams to develop training procedures and guidelines and to develop and maintain documentation standards. Trained end-users both on-site and over the phone. Designed and administered surveys to track results of training and documentation. Worked with printers and other vendors.

Technical Writer

DST Systems, Inc., Kansas City, MO. January 1988 - July 1989. Wrote and edited guides for end-users and for programmers. Wrote marketing pieces, advertisements, proposals, and video scripts. Designed, wrote, and edited newsletters for employees and for clients. Edited and tested online tutorials. Developed graphics.

RELATED VOLUNTEER EXPERIENCE

Design, write, and produce monthly newsletter and informational fliers for Indian Nations Council Cub Scout Pack 67, Tulsa, OK. May 2004 - present.

Designed, wrote, and produced monthly PTA newsletter for Carnegie Elementary School, Tulsa, OK. June 2001 - June 2003.

Designed and produced programs for annual plays and talent shows for Carnegie Elementary School, Tulsa, OK. June 2001 - June 2003.

COMPUTER EXPERIENCE

Various business, word processing, graphic, and desktop publishing packages, including Word, Publisher, Powerpoint, Excel, Front Page, Pagemaker, Acrobat, and Framemaker. Able to learn and teach myself new programs quickly and easily.

EDUCATION

Master of Arts in Technical Writing, Oklahoma State University, Stillwater, OK, 1988.

Bachelor of Arts in Communication, Pittsburg State University, Pittsburg, KS, 1986.
Second major in French, minor in General Science.

MEMBERSHIPS, ACTIVITIES, AND PUBLICATIONS

Senior Member, Society for Technical Communication
Treasurer for Kansas City Chapter July 1988 - July 1989
Received Distinguished Technical Communications award from Oklahoma Chapter,
1987-88 Publications Competition
Charter member, Sigma Tau Chi Honorary Fraternity

Attended sessions at the 1987 International Technical Communications Conference
Presented a session at the 1988 International Technical Communications Conference

“Preparing Manuals for Non-English Readers” in *Proceedings from the 1988 International Technical Communications Conference* and in *Technical Communication*, 2nd quarter 1988.