



Fred Lifton

WORDSMITH

## EDUCATION

**Duke University, Durham, NC:** MA, English, 91; Ph.D., English, 95.

**University of California, Santa Cruz:** Graduate program in education, 87-88; BA, literature, 85.

**Brandeis University, Waltham, MA:** Undergraduate, 81-83.

**High school:** St. Joseph's, South Bend, IN. **Elementary School:** London, UK.

## PROFESSIONAL TRAINING

**HTML Writers Guild:** Intro to HTML 4, Macromedia Flash 1, Programming Concepts, Photoshop Level 1, Intro to CSS, Principles of Design

**Apple Computer:** OSX Server Administration, Intro to Final Cut Pro, various other seminars.

**Portland Community College:** Programming and technical writing courses.

## PROFESSIONAL HISTORY

### **Senior Technical Writer Hewlett-Packard/Lionbridge Technologies: 2007-present**

Write and edit software engineering specifications, user help and UI for HP Mac, Firmware and Connectivity teams; participate in software design process including user-interface design.

### **Technical Writer/Editor TRA360: 2005-2007**

Wrote and edited white papers, marketing collateral and training materials for clients such as Aquent, RSA, RIM, and Abbot Labs. Copy-edited company newsletter.

### **Instructional Technologist/Digital Media Specialist Reed College: 1999-2007**

Provided project management, web design, documentation and research, including implementation of enterprise Digital Asset Management solutions. Created faculty training materials and courses. Produced video and multi-media projects. Supervised employees. Managed multi-media lab.

### **Writer/Editor "BuilderNews Magazine": 2004-2005**

Wrote regular columns and features, copy-edited and proofed entire issues pre-press.

### **Technical Communicator, Sales and Support Power Mac Pac/MacAuction.com: 1998-2000**

Wrote and produced customer newsletter. Contributed UI design and copy for site development.

### **Freelance Writer & Editor: since 1995**

Established *Prometheus Services* to provide communications services and technical documentation for clients including: Coldwell Banker, Video Vérité, Grand Central Baking Co., and Chelsea Cain.

### **Managing Editor "The Trading Post" / Associate Editor "Western Winds Magazine": 1984-1991**

Provided design and pre-press support, supervised staff and free-lance writers, wrote features, columns and incidental copy; edited and proofed all copy; assisted in layout and graphic design.

## SKILLS AND LANGUAGES

**Technology:** Advanced Mac & Windows, MS Office, Adobe Creative Suite, HTML, CSS.

**French:** basic competence in written and spoken language.

**Photography:** digital, 35mm and digital video. Basic competence in Final Cut Pro.