



Fred Lifton

WORDSMITH

As best as my memory and records serve, here is a comprehensive listing of every job I have ever held.

Note: Please contact me as to which employers are available for references.

Start Date: 6/07 End Date: n/a Hrs. per wk. 40-50

Employer name: Lionbridge/Hewlett-Packard Phone: 360-975-5334 Title: Senior Technical Writer

Address: 1115 SE 164th St., Vancouver, WA 98683

Supervisor: Carl Petersen Reason For Leaving: n/a

Duties: 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. Develop documentation strategies and resources. Mentor junior writers.

Start Date: 9/99 End Date: 6/07 Hrs. per wk. 20-50

Employer name: Reed College Phone: 503/777-7297 Title: Instructional Technologist, Digital Media Specialist

Address: 3203 SE Woodstock Blvd., Portland, OR 97202

Supervisor: Marianne Colgrove Reason For Leaving: n/a

Duties: Provide project management, web design and production, including web applications and back-end database integration. Provide classes, support and training materials for faculty and staff. Develop digital video and multi-media projects. Operate and maintain twelve station multimedia lab (mainly Mac). Supervise 4-10 web and application developers

Start Date: 1/99 End Date: 8/99 Hrs. per wk. 20
Employer name: Mac Auction.com Phone: (503) 256-5210 Title: Technical Communicator.
Address: 12310 NE Whitaker Way, Portland, OR 97230
Supervisor: Andy Kington Reason For Leaving: Business was sold.
Duties: Help text writing, web-site content and architecture development.

Start Date: 9/98 End Date: 1/99 Hrs. per wk. 40-50 Employer name: Power Mac Pac Phone: 503/256-5210 Title: Technical Communications/Sales
Address: 12310 NE Whitaker Way, Portland, OR 97203
Supervisor: Dwayne Dollarhide Reason For Leaving: Moved to new position.
Duties: Sales, tech support, marketing and merchandising. Create, write company newsletter and other marketing communications tools, including new company logo.

Start Date: 4/97 End Date: 6/98 Hrs. per wk. 40-50
Employer name: Brian's Bicycles Phone: 760/872-7911 Title: Manager
Address: 192 E. Pine Street, Bishop, CA 93514
Supervisor: Brian Ellison Reason For Leaving: Shop was sold.
Duties: Ordering, inventory control, hiring, personnel management, budgeting, cash management. Sales, repair and assembly of bicycles.

Start Date: 5/94 End Date: 5/95 Hrs. per wk. 20
Employer name: White Mountain Research Station (UCSD). Phone: 919/560-0640 Title: Grant Writer
Address: 2000 E. Line Street, Bishop, CA 93514
Supervisor: Susan Szewczak Reason For Leaving: Contract position
Duties: Grant Writing, research, community outreach.

Start Date: 5/94 End Date: 5/95 Hrs. per wk. 40-50
Employer name: KAVA Café Phone: 919/560-0640 Title: Operations Manager.
Address: 206 N. Main Street, Bishop, CA 93514
Supervisor: Mary Ambrose Reason For Leaving: Professional differences.

Duties: Implement and develop all business operations. Create and maintain databases and point-of sale system. Train employees in PC use, create employee manuals. Perform all daily financial tasks, create and manage budgets.

Start Date: 8/96 End Date: 6/97 Hrs. per wk. 40
Employer name: Bishop Union High School Phone: 760/872-7911 Title: English Teacher
Address: 301 N. Fowler
Supervisor: Maggie Kingsbury Reason For Leaving: short-term contract.
Duties: Teach 9th and 10th grade English.

Start Date: 6/95 End Date: 9/96 Hrs. per wk. 40
Employer name: Wilson's Eastside Sports Phone: 760/873-7520 Title: Sales
Address: 226 E. Main Street, Bishop, CA 93514
Supervisor: James Wilson Reason For Leaving: Found better position.
Duties: Sales, merchandising, marketing communications.

Start Date: 4/94 End Date: 5/95 Hrs. per wk. 20-30
Employer name: Animal Protection Society Phone: 919/560-0640 Title: Administrative Asst.
Address: 2117 East Club Blvd. Durham, NC 27704
Supervisor: Cynthia Bailey Reason For Leaving: Moved
Duties: Grant writing, employee manual writing, office support, correspondence, cash management, record keeping, computer operations and implementation.

Start Date: 8/90 End Date: 12/93 Hrs. per wk. N/A
Employer name: University Writing Program Phone: 919/684-8877 Title: Instructor.
Address: Box 90023 Duke University, Durham, NC 27706
Supervisor: Professor Van Hillard Reason For Leaving: Short term contract.
Duties: Design and teach sections of intensive writing for first year students.

Start Date: 2/93 End Date: 7/93 Hrs. per wk. 20
Employer name: Political Science Dept. Phone: 919/660-4302 Title: Personal Assistant.
Address: 214 Perkins, Duke University, Durham, NC 27706

Supervisor: Professor Allan Kornberg Reason For Leaving: Temporary position.

Duties: Editing, manuscript preparation, proof-reading, word processing, office support. Sales, service and assembly of bicycles.

Start Date: 8/92 End Date: 2/93 Hrs. per wk. varied

Employer name: Bull City Bicycles Phone: 919/688-1164 Title: Editor, Mechanic

Address: 900 W. Main St. Durham, NC 27701

Supervisor: Gaynor Colleston Reason For Leaving: Temporary position.

Duties: Feature writing, copy writing, issue design and layout, editing, proof-reading, pre-press production, budget management. Sales, repair and assembly of bicycles.

Start Date: 1/90 End Date: 6/91 Hrs. per wk. N/A

Employer name: English Department Phone: 919/684-2741 Title: Instructor, Teaching Asst.

Address: Box 90017 Duke University, Durham, NC 27706

Supervisor: Professor Van Hillard Reason For Leaving: Short term contract.

Duties: Design and teach lower division literature seminars, evaluate student writing, hold student conferences, provide fill-in lectures, assist in determination of final grades for upper division literature course.

Start Date: 10/88 End Date: 10/90 Hrs. per wk. N/A

Employer name: Eno Traders, Inc. Phone: 919/286-4747 Title: Editor, salesperson

Address: 737 Ninth St., Durham, NC 27701

Supervisor: Dub Gulley Reason For Leaving: Took better position.

Duties: Editor: Feature writing, copy writing, issue design and layout, editing, proof-reading, pre-press production, budget management. Salesperson: retail sales, cash management, shipping and receiving, customer service.

Start Date: 9/87 End Date: 7/88 Hrs. per wk. N/A

Employer name: Literature Board Phone: 408/459-4591 Title: Course Reader.

Address: University of California, Santa Cruz, CA 95064

Supervisor: Various Reason For Leaving: Short term contract.

Duties: Evaluate student writing, assist in determination of final grades for lower division literature courses.

Start Date: 12/85 End Date: 7/88 Hrs. per wk. N/A

Employer name: Western Winds Magazine Phone: 408/429-6300 Title: Associate editor.

Address: 427 Pacific Ave., Santa Cruz, CA 95060

Supervisor: Paul Bousquet Reason For Leaving: Moved away.

Duties: Feature writing, copy writing, creative consulting, editing, proof-reading, word processing.

Start Date: 4/85 End Date: 9/87 Hrs. per wk. 40

Employer name: Western Mountaineering Phone: 408/429-6300 Title: Computer Operations Mgr.

Address: 427 Pacific Ave., Santa Cruz, CA 95060

Supervisor: Randy Harward Reason For Leaving: Enrolled in graduate school.

Duties: Manage and coordinate inventory database, organize, maintain and oversee company computer operations, provide computer support for management and sales staff.

Start Date: 10/83 End Date: 3/85 Hrs. per wk. 15-20

Employer name: Bicycle Center Phone: 831/423-6324 Title: Mechanic

Address: 1420 Mission St., Santa Cruz, CA 95060

Supervisor: Jim Langley Reason For Leaving: Took full-time position.

Duties: Sales, repair and assembly of bicycles.

Start Date: 10/81 End Date: 6/83 Hrs. per wk. 15

Employer name: Frank's Spoke n' Wheel Phone: 781/894-2768 Title: Mechanic

Address: 887 Main St., Waltham, MA

Supervisor: Frank Spinoza Reason For Leaving: Moved away

Duties: Sales, repair and assembly of bicycles.

Start Date: 6/81 End Date: 8/91 Hrs. per wk. n/a

Employer name: Unalaye Association Phone: 415/493-3488 Title: Counselor, Member Board of Directors.

Address: 3448 Watson Ct. Palo Alto, CA 94303

Supervisor: Lowell Fitch Reason For Leaving: Seasonal position.

Duties: Wilderness counselor for multi-cultural at-risk youth, ages 11-17; designed and implemented experiential education program; member, board of directors; hiring/interviewing; program design and development; fund-raising.
