

# Frederick Lifton

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## Education (smart.)

**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**: Javascript, Intro to Technical Writing

## Professional History (experienced.)

**Senior Technical Writer**. Hewlett-Packard/Lionbridge Technologies: 07-present.

Write and edit engineering specification documents and UI for global Macintosh software development team; mentor junior writers; participate in software design process.

**Instructional Technologist/Digital Media Specialist**. Reed College: 99-07.

Provided project management, web design, documentation and technology research. Created faculty training materials and courses. Produced video and multi-media projects. Supervised employees. Managed multi-media lab.

**Writer, Copy Editor**, BuilderNews Magazine: 04-05.

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

**Technical Communicator, Sales and Support**. Power Mac Pac/MacAuction.com: 98-00.

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

**Freelance Writer & Editor**: 95-present.

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

**Teacher**. Bishop Union High School: 95-96.

Taught ninth and tenth grade honors English, composition and literature.

**Instructor**. Duke University: 90-94.

Taught undergraduate courses in composition, literature and American Studies.

**Managing Editor** "The Trading Post": 88-91.

Produced quarterly publication: wrote copy, proofed and edited, provided design and pre-press support, supervised staff and free-lance writers.

**Associate Editor** "Western Winds Magazine": 84-87.

Wrote features, columns and incidentals; edited and proofed all copy; assisted in layout and design.

## Skills, Languages and Interests

(skilled.)

**Communications**: Layout & design, copy writing, feature writing, technical writing, marketing communications, research, copy editing, proofing (Chicago or MLA).

**Technology**: Mac OS X, 1-9.2, Windows 98, XP, MS Office, Photoshop, Dreamweaver, Fireworks, InDesign, Final Cut Pro, HTML, CSS, usability/UI design.

**French**: competent in written and spoken language.

**Photography**: digital, 35mm and digital video.