

Darrel Schultz

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Objective

A senior editing or writing position in corporate communications or technical publications

Professional Profile

- Over 20 years combined writing and editing experience.
- Proficiency in developing, editing, and managing content for global audiences and nonnative speakers.
- Proven flexibility with changing roles and responsibilities.
- Proven ability to complete documentation projects under tight deadline pressure.

Professional Experience

Jeppesen, Englewood, CO

Project Editor (2006–present)

- Provided developmental, substantive, and copy editing services to a broad spectrum of aviation training and curriculum writers and subject matter experts in the development of printed, bound textbooks, eLearning materials, CBT and WBT modules, and instructor-led classes. Products included:
 - ✓ Cirrus Transition Training (WBT)
 - ✓ Diamond Transition Training (WBT)
 - ✓ Aviation Weather Textbook
 - ✓ Aircraft Gas Turbine Powerplants Textbook and Workbook
 - ✓ Guided Flight Discovery Textbook series, including Private Pilot, Instrument/Commercial, Multiengine, and Flight Instructor Manual
 - ✓ Jeppesen Flight Crew Training (CBT—recurrent training modules for professional pilots and crew)
 - ✓ CFI Renewal Online (WBT—Certificated Flight Instructor recurrent training)
 - ✓ A&P Technician Textbooks, including General, Powerplant, and Airframe
- Working in close cooperation with aviation professionals, instructional developers, sound- and video-editing crew, and writers, developed comprehensive MS Word templates, job aids, and conversion utilities for:
 - ✓ Narration scripts
 - ✓ eLearning storyboards
 - ✓ Remote authoring projects
 - ✓ FrameMaker-to-Word projects
- Provided comprehensive editing services for a broad range of software documentation associated with aircraft navigation, dispatch, crew planning, and flight planning. Documentation included end-user materials as well as materials for software developers, technical support personnel, installers, and software testers.
- Substantially revised and redesigned writing standards for Aviation Courseware Development.
- Indexed the A&P Powerplant Textbook.
- Chaired the Documentation and Training Standards committee, a group chartered to unify writing standards throughout the global enterprise.

Activant Solutions Inc., Westminster, CO

Senior Writer (2005–2006)

- Decompiled, restructured, and comprehensively restyled 7,000-topic Winhelp system that was six years out of date.
- Authored four modules within the Activant Falcon ERP system:
 - ✓ Purchasing
 - ✓ Bank Reconciliation
 - ✓ AutoPilot
 - ✓ Contract Billing
- Developed the Activant Falcon Technical Publications Style Handbook.
- Edited and indexed Falcon Help system to comply with new standards.
- Maintained an extensive documentation library and served as primary point of contact for all Activant Falcon documentation.
- Using Oracle iSupport, restructured enterprise deployment of Falcon documentation for customer service helpline and quality assurance departments.

Oracle (formerly PeopleSoft/J.D. Edwards), Denver, CO

Senior Technical Editor (1998–2005)

- Performed developmental, substantive, and copyediting cycles for enterprise software documentation:
 - ✓ Reviewed product documentation for grammar, syntax, comprehensibility, usability, and translatability.
 - ✓ Provided comprehensive feedback to all levels of writers.
 - ✓ Ensured compliance with departmental standards and single-source strategies.
 - ✓ Verified technical accuracy of printed documentation, online help, and course deliverables such as student guides and slide presentations.
- Chaired the Style Guidelines Committee:
 - ✓ Coordinated the development and rollout of new and revised style guidelines.
 - ✓ Served as key departmental point of contact for all style guidelines issues.
 - ✓ Acted as primary liaison to translation staff.
- Developed web-based training materials for a variety of manufacturing software products.
- Researched and wrote comprehensive indexing guidelines.
- Developed and delivered a 2-day indexing workshop.
- Shared the development and maintenance of the department glossary.
- Created an editing proficiency exam and scoring guidelines for applicants.
- Maintained a variety of standards, processes, and work instructions in accordance with ISO 9000 specifications.
- Provided terminology expertise to translation staff.

Senior Writer (1995–1998)

- Working from product design documents, white papers, and consultations with subject matter experts, developed and maintained documentation through several software release cycles. Documentation included printed guides, PDF files, and online help for:
 - ✓ Equipment & Plant Maintenance
 - ✓ Work Orders
 - ✓ Equipment Billing

Oracle (cont.)

- Coached other writers on writing and tools issues and facilitated a collaborative review process for various writing projects.
- Participated in cross-functional product development meetings.
- Wrote a series of writing exams for entry-level writers.
- Actively participated in the Style Guidelines Committee.
- Chaired the Comparative Literature Committee, a group charged with ensuring that company documentation exceeded the standard of quality set by the industry.
- Consistently met or beat publication release deadlines.
- Chaired the Employee Recognition Committee.

Other Experience

- Freelance Book Reviewer, Denver Post, 1985–1988. Clips available on request.
- Freelance Proofreader, Blue Mountain Arts, 1988.
- Test Lab Technician, Stanley Aviation, 1981–1982.
 - ✓ Wrote operation manual for prototype hyperbaric chamber.
 - ✓ Wrote test reports from environmental, stress, and longevity test data for industrial fluid-handling products.
- Classroom Teacher, Mapleton and Jefferson County school districts. 1992–1995.
 - ✓ Guided and motivated emerging young writers.
 - ✓ Edited school newsletters for style, tone, and content.

Tools

- Adobe Dreamweaver and Fireworks
- Adobe FrameMaker
- Adobe InCopy
- Adobe Robohelp
- Arbortext Epic Editor
- Articulate Presenter
- Atlassian Confluence
- Documentum/Webtop
- Microsoft Office 2007: Word, Excel, PowerPoint
- Oracle Content Manager (HTML-object-based content management system)
- Visual SourceSafe
- VMWare
- Xyleme

Education

Metropolitan State College, Denver, CO

Bachelor of Arts, English with a writing emphasis, December, 1987. Major coursework 4.0 GPA. Vice-President's Honor Roll for six consecutive semesters.

Teacher Certification Program, June, 1991. Type A certification, General teacher, K–6. Completed all coursework while self-employed as a piano instructor and custom woodworker.

Interests

Jazz and classical piano, reading, hiking, bicycling, woodworking.