

AL GEIST

Geist Arts, LLC

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Skills Summary

- Communication and documentation strategist with extensive experience in print and online documentation design and creation and publications management
- Solid people and project management experience with strong natural and learned leadership skills
- Superb writer with recognized skills in creating detailed process and product descriptions, and marketing collateral
- Experienced working remotely as part of a global team
- Experienced in microelectronics industry documenting systems for the manufacture of MEMS, Opto-electronics, and Nano-technologies
- Over 25 years experience with the following:
 - **Office Suites** - Microsoft Office, WordPerfect Office
 - **Graphic Design** - Adobe Photoshop, Illustrator; PageMaker, InDesign, FrameMaker and Acrobat; CorelDraw Graphics Suite, Image scanners (flatbed and film)
 - **Platforms, Programming Languages** - Microsoft (MS-DOS through Windows 7), UNIX, Pascal, Fortran, VAX Assembly, Peer-to-Peer and Client/Server networks, and Cisco Citrix
 - **Web Design - Online Help** - Macromedia Dreamweaver, Fireworks and RoboHelp, HTML 4.0, CSS, SEO, ComponentOne Doc-To-Help, XML, and ADA Section 508 Compliancy
 - **Internet Browsers** - Internet Explorer, Mozilla Firefox, Opera, Chrome
 - **Photography** - Digital and 35 mm film, lighting and set design film processing and printing
 - **Broadcast Production** - Pinnacle Studio DV editor, and Adobe Premier

Keywords

Senior Technical Writer, Publications Management, Documentation (Hardware and Software), SolidWorks (eViewer), Microsoft Office, Corel, Adobe, Wafer Bonding, Wiki, Blog, SEC/GEM, Doc-to-Help, Photography, Printing, Online, SEMI, ISO-9000, microelectronics, MEMS

Experience

SUSS MicroTec, Sternenfels, Germany

(Through Williston, VT office)

Technical Publications Manager/Sr. Technical Writer (*Geist Arts Direct Contract*)

<http://www.suss.com/>

2006-Present

- Managed technical publications for U.S. operations, including personnel resources, scheduling
- Created and managed content styles, and templates for products ranging from stand-alone wafer bonding machines to complex robot controlled multi module wafer processing systems
- Mentored junior writers
- Develop hardware/software documents for complex microelectronic manufacturing systems
- Worked closely with technical writing group in Germany and engineers/programmers in Asia, Europe, and across North America

Efficiency Vermont, Burlington, VT

Technical Writer/Online Help (*Geist Arts Direct Contract*)

<http://www.encyclopedia.com/pages/>

2005-Present

- Developed technical (wiki) for controlling the transfer of energy efficiency information collected by Vermont Energy Investment Corporation to other states
- Created wiki for Pace Vermont, designed to help communities develop Property-Assessed Clean Energy (PACE) Districts and assist wiki members (government, residential and commercial)

navigate the many regulations and programs developed to help with the implementation and cost of energy efficiency improvements

- Used Doc-to-Help to develop single-source reference guide and Help for Knowledge-Based Information Technology Tool (KITTT), an innovative energy efficiency program developed by the Efficiency Vermont.

IBM, Burlington, VT (W2 Contract Position through CTG, Inc.)

Technical Writer/Editor

<http://www.ibm.com/us/en/>

2006

- Used FrameMaker (with SGML) to edit, format and prepare for publishing (electronic and print) detailed design manuals and technology evaluation reports for advanced microelectronic devices.

Lectrosonics, Inc., Albuquerque, NM

Media Producer/Webmaster/Technical Writer

www.lectrosonics.com/

2004-2005

- Used Dreamweaver to redesign corporate website resulting in documented 200% increase in traffic within six months.
- Implemented new documentation process reducing waste by 50%.
- Created B2B and B2C marketing materials integrating the Internet, marketing CD-ROMs, and printed product brochures into a cohesive message as part of corporate branding campaign.

BLM-Alaska (W2 Contract Position through Remtech Services, Inc., Littleton, CO)

Technical Writer

2002-2003

- Refocused and managed development of web-based Help and associated printed user guides for large spatial database management system

Other Professional Experiences

- Fairbanks North Star Borough – Road Commissioner (Volunteer position-10 years)
- AlasCan Systems International, Inc. – Marketing Director/Secretary Board of Directors
- Fairbanks Arts Association – Editor/Media Director
- Alaska Natural Energy Institute – Founding President
- Stellar Communications, Inc. (dba Mushing Magazine) – Co-founder/Marketing Manager/Writer
- Zehntel, Inc. – Sr. Technical Writer/Writing Group Supervisor
- U.S. Navy – Communication Technician, Honorable Discharge

Awards

- Goldie Award (Producer), Alaska Broadcasters Association.
- Chuck Keim Award for Excellence in Magazine Journalism.

Publications/Video

Regular photographic contributor to the Ludington Daily News (Ludington, MI)

Scriptwriter/Producer - Arctic Man Ski and Sno Go Classic (1989 and 1990)

Field Producer - Yukon Quest 1,000 Mile International Sled Dog Race (1990)

Former contributor to *Alaska Journal of Commerce*, local and regional newspapers and magazines

Co-author - *Frontier Energy, Appropriate Technology in Alaska: 1979-1984*, State of Alaska

Education

- BA Journalism, University of Alaska Fairbanks. (Minor, Computer Science).

Memberships

- Ludington-Scottville Area Chamber of Commerce
- Ludington Area Center for the Arts