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work: <http://www.cbrajwrite.com> blog: <http://cbrajkovich.com>

synonyms: creative writer, technical writer, illustrator, graphic designer, web designer

Technical and Creative Communications

technical (tĕk'nĭ-kəl) adj. Of the mechanical or industrial arts. *creative* (krĕ 'ā tiv) adj. having the power to create. *communication* (kə-myōō'nĭ-kā'shən) n. 1. Transmission. 2. The exchange of thoughts, messages, etc.

Today's definition: The field which combines subject expertise, writing, editing, layout, design and usability to create information platforms that allow users to easily educate themselves about industries, products, and more.

Consisting of Writing Experience:

Extensive creative writing for blogs, marketing literature, editorials, and book writing. Career in production established an extensive foundation of electrical, mechanical and industry knowledge for technical writing. Writing projects completed to date include technical manuals, procedures, work instructions, flowcharts, line drawings, diagrams, reports, and other forms of corporate documentation. Capabilities include free hand electronic line drawings from digital imagery, page layout of manuals, editing, interfacing with print vendors, in-depth interviewing of subject matter experts (SME's), digital imagery, process diagramming, process documentation, and detailed research using tools such as the Internet and other databases. Developed:

- ↳ Operations and maintenance manuals for capital equipment
- ↳ Manufacturing procedures
- ↳ Work instructions for several organizations
- ↳ Employee handbooks
- ↳ Equipment datasheets
- ↳ Marketing and editorial collateral

Consisting of Manufacturing Experience:

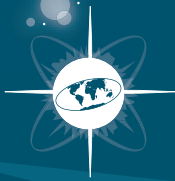
Fourteen years in the manufacturing arena resulting in a wide range of knowledge of production disciplines, including planning, purchasing, expediting, production control, material estimation, engineering research, bills of materials, engineering drawings, building procedures, inventory, and accounting. Worked extensively with communication switching systems, bonding capital equipment, and image display systems. Projects included:

- ↳ Priced multi-million dollar military contracts, and created extensive reports to management
- ↳ Coordinated all materials through Purchasing and Planning to ensure timely production of systems
- ↳ Work with engineering, production, and vendors to clean bills of materials and decrease bottlenecks in production
- ↳ Document processes to ensure synchronized build, and assist in eliminating failures when system is deployed to the field

Consisting of Software Experience:

Extensive knowledge of the latest versions of the following software programs:

- | | | |
|---------------------|--------------------------|--------------|
| ↳ Adobe Illustrator | ↳ Macromedia Dreamweaver | ↳ HTML |
| ↳ Adobe PageMaker | ↳ Macromedia Flash | ↳ MANMAN MRP |
| ↳ Adobe Photoshop | ↳ Microsoft Word | ↳ Wordpress |
| ↳ Adobe Acrobat | ↳ Microsoft Excel | |
| ↳ Adobe InDesign | ↳ Microsoft PowerPoint | |
| ↳ QuarkXpress | ↳ Visio | |



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Work Experience

Correspondent, Urban Times

August 2011 to present

Published articles - <http://www.theurban.com/author/carolynbrajkovich>

California Pacific Airlines, TOPS Technical

March to July 2010

With only a technical writing team of 2, created initial manual (32) set and associated forms for corporate operations of a start-up airline. Responsible for development, project control, data collection, assembly, and usability testing.

Co-owner, C Brajkovich Writing & Research (a branch of Res/Tech Creations)

2005 to present

Day-to-day operations of a technical consulting firm with two subsidiaries: J Brajkovich Die Attach Specialties provides services for robotics engineering, hardware maintenance, process and hardware development, and training services, while C Brajkovich Writing & Research provides technical communications services including marketing concept development, technical documentation, digital imagery and technical illustrations, copy writing and editing, design and layout, and electronic and print end products. Responsible for developing customer proposals, contracts and negotiations, inventory, finances, and other daily business functions.

Graphic and Web Designer, Technical Standards, Inc.

2002 to 2003

Graphics and Publications Specialist, SeaSpace Corporation

2002 to 2004

Designed and created print and on-line marketing collateral and system documentation for a remote sensing ground system manufacturer. Brought client concepts to reality through illustrations, technical writing, graphic design, web design, and final print/online products.

Technical Writer, Palomar Technologies, Inc.

2000 to 2002

Expeditor, Planner and Buyer, Palomar Products, Inc.

1997 to 1999

Material Estimator, Hughes Aircraft Company

1988 to 1993

Over nine years of experience in estimation, purchasing, material handling, and production of bonding capital equipment, communication systems, and military/commercial displays. Extensive communications with management, manufacturing, engineering, and vendors regarding bills of materials, drawings and schematics, procedures, and other internal/external customer documentation. Responsible for researching and developing documentation used by internal and external customers regarding the manufacturing and handling of the equipment. Coordinate final pre-press needs with print vendors, as well as develop electronic format such as Adobe PDF. Some completed projects include:

- ↳ 3500-II Operation and Maintenance Manuals (500+ pages)
- ↳ Assembly Procedures for CBT-6000, 3500-II and 24XX bonders (100+ procedures)
- ↳ Pulse Heat System Assembly and Operations Manual (80 pages)
- ↳ ISO Procedures for Purchasing, Material Handling and Shipping organizations
- ↳ Bi-directional Head Assembly Manual (75+ pages)
- ↳ Label Designs for Bonder Software

Documentation Specialist, Polaris Pool Systems, Inc.

1999 to 2000

Created and maintained all corporate documentation utilized by internal and external customers including manuals, instruction sheets, labels, catalogs and other forms of corporate communications. Responsible for development and production of literature for multiple product lines, including technical illustrations, digital imagery, writing, editing, and page layout.

- ↳ Watermatic Owner's Manuals (5 systems)
- ↳ Pool Cleaner Owner's Manuals (8 systems)
- ↳ Price Lists and Catalogs
- ↳ Designer Fountains Owner's Manuals
- ↳ Installation Instructions (Various Assemblies and Accessories)

Service Coordinator, Manpower Agency

1996

Administrative Assistant, EL Software, Inc.

1995 to 1996

Production Control, Select Agency

1993 to 1994

Education

Japanese Language Proficiency Test (JLPT) 3 - 2009

Sessions.edu - Graphic Design and Digital Design certification - 2003

Business, High Tech Manufacturing (California State University, San Marcos) - 130+ units

AA in Business (National University) -1988 (Cum Laude)