





Steve Matthews

Technical writer, illustrator & online content developer

Personal Information

-  **Address:** 335 Louise-Lamy #101, Dorval, Quebec, Canada H9S 5V8
-  **Telephone:** (514) 631-7843
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-  **Languages:** English and french (written and spoken)

Professional Experience

Dec. 2006 to Oct. 2008

 **Miranda Technologies Inc.** *Senior Technical Writer*

www.miranda.com

A short term contract to help finalize the documentation for an impending software release turned into a full-time position. I worked on all aspects of documentation for two major products. Other responsibilities included:

- (a) hiring and training of other technical writers
- (b) creation of a documentation library
- (c) scheduling and reporting

July 1992 to present

 **Macsimum Communications** *Consultant*

335 Louise-Lamy #101, Dorval, Quebec, Canada H9S 5V8

Macsimum Communications is the name under which I have operated as a freelancer and contractor for a variety of clients, including:

 **Signal Matrix Inc.**

www.signalmatrix.com

Ongoing, part-time role in the development, planning, marketing and operations of this software startup

 **Maximum Throughput Inc.**

www.max-t.com

Writing/editing/illustration of business plans, company presentations, press releases, data sheets, white papers, hardware guides, software guides, and installation guides; web site design and implementation

 **CGI**

www.cgi.ca

Technical writer on team charged with delivering a national IT services project for Canada Post

 **Advanced Authoring Format Association**

www.aafassociation.org

Writing/editing/illustration of white papers and marketing materials

Professional Experience (continued)

- ➔ **Elsevier**
www.elsevier.com
Technical illustrations for several book projects
- ➔ **Discreet Logic**
acquired by www.autodesk.com
Writing/editing/illustration of a white papers, data sheets, and other technical documentation, as well as intranet web design
- ➔ **Connectware**
acquired by www.epicdata.com
Marketing consultation, documentation, illustration and web site design for a bar-coding software company
- ➔ **ABL**
acquired by www.aldeavision.com
Writing/editing of a user manual for a high-end video conferencing unit
- ➔ **CAE**
www.cae.ca
 - (a) Consultation on the software development methodology, user interface design, documentation, and marketing of an ORACLE-based performance support system
 - (b) Writing/editing of a programmer's reference manual and technical marketing brochure for an object-oriented database management system
 - (c) Participated in the design and implementation of a courseware authoring system
- ➔ **CN**
www.cn.ca
 - (a) As a team leader, design and production of a computer-based training package
 - (b) Writing/editing of a user guide and training manual
- ➔ **Bell Mobility**
Design and production of a corporate newsletter

Oct. 1988 to June 1992

▶ **Editek** *Consultant*

Montreal, Quebec, Canada

As a partner in one of Montreal's first desktop publishing services, I had the opportunity to work with a very diverse clientele, including:

- ➔ **CAE**
www.cae.ca
 - (a) As a member of a team, writing and editing of a user guide for a computer-based training system (SuperCATS)
 - (b) Technical illustrations for a military air defense system (ADATS)
- ➔ **Gregory Training Associates**
www.gregoryassoc.com
Editing and page layout of sales/management training manuals and support materials

Professional Experience (continued)

➔ Montreal Trust

acquired by www.scotiabank.com

Design and production of a divisional restructuring document for the Vice-President, Information Systems

Oct. 1987 to Oct. 1988

▶ CAE Electronics Ltd.

Technical Staff Associate

www.cae.ca

Documentation, illustration, user interface design and Macintosh-based prototyping of software for the Special Projects department

Oct. 1984 to Oct. 1987

▶ CAE Electronics Ltd.

Technical Illustrator

www.cae.ca

Traditional technical illustration; helped introduce Macintosh-based production of graphics to the company

Education

Sept. 1979 to May 1981

💡 McGill University

www.mcgill.ca

Faculty of Engineering (Metallurgy)

Sept. 1978 to May 1979

💡 McGill University

www.mcgill.ca

Faculty of Science (Anatomy)

Sept. 1976 to May 1978

💡 Marianopolis College

www.marianopolis.edu

Health Sciences, CEGEP Diploma (D.E.C.)

Sept. 1972 to June 1976

💡 Loyola High School

www.loyola.ca

Provincial Secondary V Certificate
L.H.S. Diploma (Honours)

Technical Skills

💡 Intermediate to advanced knowledge of:

- ▶ Mac OS X, Windows XP
- ▶ HTML, CSS, FTP
- ▶ Adobe FrameMaker, Photoshop, Illustrator, GoLive, DreamWeaver, InDesign, Acrobat
- ▶ Microsoft Word, PowerPoint, Excel, Visio

💡 Intermediate knowledge of:

- ▶ Linux
- ▶ CMS (twiki, joomla, geeklog, etc.)
- ▶ Adobe Flash
- ▶ Apple Final Cut Pro
- ▶ AppleScript